



INSTITUTE OF TECHNOLOGY

# **STUDENT GUIDE**

2023 - 2024

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# STUDENT GUIDE

2023 - 2024

Tirana, 2023

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## INTRODUCTION

This guide provides you with essential information about studying at the University College “Canadian Institute of Technology”. This document will tell you where to find information at every stage of your student journey, from registration, through to graduation and beyond.

This Guide will become a key document that you will refer to time again and again.



## VISION, MISSION AND ESSENTIAL PURPOSE OF CIT

### VISION

The Canadian Institute of Technology University College is dedicated to developing students with practical skills and a mindset that leads to a critical and analytical thinking oriented towards problem solving, and a set of values and ethics, to support creativity, innovation and leadership that shape their lives, careers and society at large.

### MISSION

The Canadian Institute of Technology through the implementation of well-prepared curricula, teaching and research activities, and newly developed programs, seeks to promote a healthy spirit of competition and improvement within the Albanian education system.

### ESSENTIAL PURPOSE OF CIT


CIT expresses its commitment towards this mission through the accomplishment of the goals in the field of Engineering and Economy set below:

- Development and advancement of knowledge carried out within the country and abroad;
- Training young researchers in theoretical evaluation;
- Expanding professional and scientific qualifications of our graduates;
- Conducting research and Developing innovations;
- Providing better higher education and fellowship opportunities for graduate students, bachelor students, and lifelong learning skills;
- Contributing to support strategic priorities and developmental interests of the country.
- Creative activities.




## KEY FACTS ABOUT CIT

### **“Open Door Institution”**




In order to maximize the interaction between students and academic staff, “CIT” since the very beginning followed an open-door philosophy and has applied it. Students can consult both their academic teaching staff as well as administrative staff at any time.

### **“Project Oriented”**




The institution in its teaching philosophy focuses to develop skills to students that will serve them not only at work and career but throughout their lives. For this reason, the institution has included student projects in all its teaching curricula and courses. Following this philosophy, “CIT” organizes student competitions on best projects as well as student conferences for the presentation of scientific projects.

### **In English and with the latest literature**




At CIT we teach only in English and all our teaching materials are only in English. Since 2016, “CIT” has signed an agreement with McGraw Hill Education, one of the most well-known companies in the world in terms of providing university teaching literature. Academic staff have the opportunity to use the latest academic literature in teaching; while students may learn with the same way and literature as in all other international universities. Our study programs at “CIT” are offered in English since their licensing. Teaching literature is provided free of charge.

### **Online library with over 60 thousand titles**




With the onset of the pandemic, the institution capitalized on the idea that in an emergency situation, when library literature could not be accessed, new alternatives had to be found so that students did not lose contact with academic textbooks. For this reason, in 2021 UC “CIT” signed an agreement with O’Reilly Company through its distributor TEXO, enabling both its students and staff to have unlimited access to various scientific literature, manuals, videos and other various materials.

### **Opportunities to Study in Canada or the US**



CIT delivers teaching programs in English and its curricula meet requirements and standards of higher education in USA and Canada. In October 2020 a contractual agreement (Articulation Agreement) was signed between CIT and **the Georgian College of Applied Arts and Technology in Canada** for student transfer and mutual recognition of programs.

### **International and Internationally Educated Academic Staff**



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



## WHO WE ARE

### A brief introduction to CIT background

University College “Canadian Institute of Technology” (CIT) also known as Kolegji Universitar “Instituti Kanadez i Teknologjisë” (KU “IKT”), is owned by C.I.T. Ltd., with education as its primary activity in Albania.

Our University College delivers its teaching programs in English, and its curricula meet the requirements and standards of higher education in both Europe and North America.

Furthermore, teaching at University College “Canadian Institute of Technology” is delivered on convenient premises and by highly qualified domestic academic staff with an outstanding experience abroad, as well as an international academic staff

who have experience in the development and implementation of Business and Technology.

Canadian Institute of Technology was established in 2011. Its philosophy aims to provide potential students with the necessary and competitive skillset in demand by the Albanian and Balkan regions, as well as European and North-American labor markets.

Offering the curricula in the English language makes it possible for the CIT to use the latest teaching methodologies with updated academic materials and to open larger horizons for graduates in the Balkan region and beyond.



**WE PRESENT YOU  
WITH OUR ESTEEMED**

## **RECTOR**

**PROF. DR. SOKOL ABAZI**



### **Rector's Welcome!**

Dear Students,

Welcome to the Canadian Institute of Technology.

Our institution is student-focused.

You are the core of the University College "Canadian Institute of Technology's" mission and the reason this institution exists.

University College "Canadian Institute of Technology" provides an educational environment that meets international standards through modern academic programs and high-quality academic, and non-academic student support services.

We encourage you to read this Guide and to identify what our university can offer, and what it expects from you. You are encouraged to access all the support and resources that we have in place for you. Most importantly, the administration, all our faculty as well as our IT, Library, and Student Affairs Services are here to respond to your needs.

On behalf of the University College "Canadian Institute of Technology" staff, we wish you a very successful and rewarding academic experience through to the achievement of your academic goals.

**Rector**

Prof.Dr. Sokol ABAZI

## **CIT FACULTIES**

### **FACULTY OF ENGINEERING**

#### **BACHELOR PROGRAMS**

Software Engineering  
Computer Engineering and IT  
Telecommunication Engineering  
Robotics and Mechatronics Engineering  
Electronics Engineering

#### **MASTER OF SCIENCE PROGRAMS**

Software Engineering  
Computer Engineering and IT  
- *Network and Cyber Security Profile*  
- *Multimedia-Design Profile*  
- *Computer Engineering and Big Data Profile*

### **FACULTY OF ECONOMY**

#### **BACHELOR PROGRAMS**

Business Administration  
Business Administration and IT  
Finance and Accounting

#### **MASTER OF SCIENCE PROGRAMS**

Business Administration  
Business Information Technology  
Digital Marketing  
Finance and Accounting  
- *Finance and Banking Profile*  
- *Accounting and Auditing Profile*

## CIT FACULTIES

Canadian Institute of Technology is organized into two faculties, Faculty of Engineering and Faculty of Economy.

## FACULTY OF ENGINEERING

### Mission and Vision

The mission of the Engineering Faculty of the Canadian Institute of Technology is to prepare its students and staff to be qualified in the field of Computer Engineering, Information Technology, Software Engineering, Telecom, Cybersecurity, Big Data, Multimedia Design and other engineering disciplines, through an educational philosophy that has universal values, as well as to support research aimed at engendering ideas and preferably concrete projects for improving the quality and span of human life.

The Engineering Faculty follows the institution's vision of being committed to developing students: critical thinking, objective reasoning, analytical and problem-solving skills, leadership skills, and, most importantly, how to be creative.

### The Faculty of Engineering consist of these units:

- Department of Software Engineering
  - Bachelor in Software Engineering
  - Bachelor in Computer Engineering and IT
  - Master of Science in Software Engineering
  - Master of Science in Computer Engineering and IT
    - *Network and Cyber Security Profile*
    - *Multimedia-Design Profile*
    - *Computer Engineering and Big Data Profile*
- Department of Electronics and Telecommunications Engineering
  - Bachelor in Telecommunication Engineering
  - Bachelor in Robotics and Mechatronics Engineering
  - Bachelor in Electronics Engineering
- "CIRD Engineering" Scientific and Research Centre

## We present you with our esteemed **Dean of Faculty of Engineering**

Dear students,

I extend a warm and enthusiastic welcome to each of you as the Dean of Engineering Faculty. It is an honor to have you join this academic year community, and I am excited about the journey that lies ahead for each one of you.

As you step into CIT's dynamic environment, you are not just joining a university; you are becoming part of a community that cherishes the progressive integration of technology and so on. Our dedication to cultivating a global perspective is reflected in our extensive international collaborations. These partnerships not only widen the scope of cross-cultural exchange but also offer valuable opportunities for enhanced learning.

CIT's campus is more than just buildings and classrooms; it is a space where innovation and discovery are at the forefront. The Faculty of Engineering, encompassing programs such as software engineering, computer engineering & IT, electronics engineering, telecommunications engineering, robotics, and mechatronics engineering, is dedicated to providing a cutting-edge education that aligns with the demands of the evolving technological landscape.

In this age of rapid technological advancement, I encourage you to view technology not just as a tool but as a pathway to exploration and growth. It serves as a tool, a conduit for exploration, and a gateway to new horizons. As you navigate your academic path, embrace the opportunities that technology provides.

Remember, your time here is not just about coursework; it's about becoming adept navigators of the digital landscape, innovative thinkers, and contributors to positive change.

May your academic adventure be marked by technological prowess, academic excellence, and a transformative impact on the world.

I look forward to witnessing your growth and success!

**Prof. Dr. Ismail Kocayusufoğlu**  
Dean of Engineering Faculty





## FACULTY OF ECONOMY

### Mission and Vision

The Faculty of Economy mission is to prepare qualified students in the field of economy, business, business administration, business administration and IT, finance, accounting, banking, auditing, marketing etc. Another main issue is to support scientific research in order to implement new ideas and projects which affect human life improvement, but not only, even in the entire society improvement.

The Economy Faculty follows the institution's vision of being committed to developing students: critical thinking, objective reasoning, analytical and problem-solving skills, leadership skills, and, most importantly, how to be creative.

### The Faculty of Economy consist of these units:

- Department of Business Administration
  - Bachelor in Business Administration
  - Bachelor in Finance and Accounting
  - Master of Science in Business Administration
  - Master of Science in Finance and Accounting
    - *Finance and Banking Profile*
    - *Accounting and Auditing Profile*
- Department of Business Administration and Information Technology
  - Bachelor in Business Administration and IT
  - Master of Science in Business Information Technology
  - Master of Science in Digital Marketing
- "CIRD Economy" Scientific and Research Centre

## We present you with our esteemed *Dean of Faculty of Economy*

Dear Students,

Welcome to the community of the Faculty of Economy at the Canadian Institute of Technology!

As the Dean, I am thrilled to extend a warm welcome to both our new and returning students.

Our faculty takes pride in providing a dynamic learning environment, and I am delighted that you have chosen to be part of our academic family.

Whether you are embarking on a Bachelor's journey in Business Administration, Finance and Accounting, or Business Administration & IT, or advancing your studies in our Master's programs in Digital Marketing, Business Administration, Business Information Technology, Finance, and Accounting, you are stepping into a world of possibilities.

In these pages of the student guidebook, you'll find valuable information about the programs, resources, and opportunities that await you. This guidebook is designed to be your compass, helping you navigate the exciting academic terrain that lies ahead.

As you delve into your studies, I encourage you to embrace the diversity of thought and experiences within our faculty. Engage with your professors, collaborate with your peers, and take advantage of the various support services available to you.

I have great confidence that your journey with us will be transformative. The programs we offer are not just courses; they are pathways to a future where you can make a meaningful impact in the world of economics and business. I wish you a successful academic year.

Welcome, and here's to a year of learning, exploration, and achievement!

Best regards,

**Assoc. Prof. Altin Hoti**

Dean of Economy Faculty



# ***PART I***



## WHY TO STUDY AT CIT



### Why University College “Canadian Institute of Technology”?

After twelve years of your compulsory studies, the right decision would be to enroll in your university studies at the Canadian Institute of Technology. Here, you will find the highest academic standards and a perfect learning environment. You are going to have a life experience, studying at the heart of a dynamic city, like Tirana. Come join us - you will love University College “Canadian Institute of Technology”.



### Study in English

English-based teaching provides additional benefits without extra costs by improving the academic English language skills, increasing employment opportunities and giving students the access to an international career. Offering the curricula in the English language makes it possible for CIT to use the latest teaching methodologies.

Studying in English and with textbooks pertaining to one of the most known publishers in the world, McGrawHill Education will boost not only your language skills, but even your knowledge, technical skills, working opportunities and social life.



### North American Curricula

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



### Located in the Heart of Tirana

Canadian Institute of Technology is located in one of the most important areas of Tirana, only 15-minute walking distance from the city square, cultural, recreational, and historical places as well as central government institutions. This location will allow you to have the time of your life, while you are preparing yourself for an exciting career.



### We Offer Unique Study Programs

Do you know that CIT is a pioneer in the field of offering unique study programs? CIT was the first university in Albania offering unique programs like Software Engineering, Business Administration and IT, Cybersecurity, Big Data, Multimedia-Design for Engineers, Digital Marketing, Business Information Technology, Robotics etc.



### Chances to Study in Canada or US

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



### International and Internationally Educated Academic Staff

CIT employs highly qualified faculty members, combining foreign and Albanian citizens with an international education background and professional experience in the classes they teach. CIT takes a personal approach to education. At CIT students and professors are more than a team, both in pursuit of continuous and advanced knowledge.

CIT offers the advantages of a close, caring small university atmosphere combined with in-depth academically oriented research. Today, “CIT” has an international staff that consists of 26.5% of its overall academic staff coming from countries such as: Canada, USA, Turkey, England, Macedonia, Kosovo, etc.

On the other hand, 73% of the academic staff are with degrees and titles and only 27% are with MSc.



## We present you with our esteemed **CIT Administrator**

Dear students,

It is with great pleasure that I welcome you to the 2023-2024 academic year in our community.

As the University Administrator, I am honored to address you and share in the excitement that comes with the beginning of a new academic journey.

You are about to embark on an incredible adventure—one that will shape not only your academic pursuits but also your personal growth and development.

CIT is a place where diverse ideas and intellectual curiosity are nurtured, and where innovation and creativity thrive.

As we look forward to the academic year ahead, I encourage each and every one of you to embrace the opportunities that lie before you.

University life is not just about lectures and exams; it is a holistic experience that encompasses personal growth, cultural enrichment, and the forging of lifelong connections.

Beyond the classroom, our campus is alive with a multitude of extracurricular activities from student government and our clubs. I encourage you to explore these opportunities, whether it be joining a club, participating in community service, or engaging in sports.

These experiences will not only enhance your university life but will also contribute to your personal and professional development.

Our university is a place where diverse perspectives come together, creating an environment that stimulates critical thinking and encourages the exchange of ideas. Let us embrace this diversity and learn from one another, for it is through understanding and collaboration that we truly enrich our academic experience.

Remember that each day is an opportunity to learn, to grow, and to make a positive impact.

I wish you all a successful academic year at CIT!

**Administrator**

Ubejd Osmani



## IMPRESSIONS GIVEN AT CIT 10<sup>th</sup> ANNIVERSARY (2021)

“Happy to participate today in the Graduation of students on the occasion of the CIT 10th Anniversary! One of the model institutions of higher education in our country! On this occasion, we congratulate the academic staff of CIT, and further success to the students!”

**Sh.T.Z Ilir Meta**

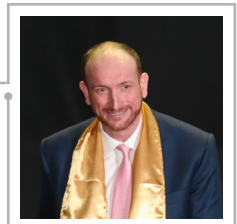
President of Albania



“Many congratulations on your 10-th Anniversary! Your pursuit of excellence in education is impressive. I wish you the best for all students and young people for playing a dynamic role in technology and in driving forward Albania’s Future.”

**Alastair King-Smith**

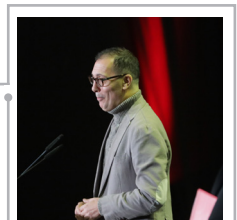
British Ambassador to Albania



“In the time we live in, any Educational Institution that educates and cultures the youth of this country, has our fullest admiration!”

**Adi Krasta**

Journalist



## STUDENTS ARE OUR VOICE

For CIT student voice is essential for student success.

I want to emphasize the support and help that CIT has given me personally and all the students, through knowledge and experience have become an integral part of the most prestigious companies and institutions in Albania and around the world.

**Ibrahim Cekirri**

CIT Alumni



CIT was the best choice I made. Studying Software Engineering at CIT, opened the doors to win a scholarship and pursue my Master Studies in Finland. This thanks to the curricula and teaching methodology CIT uses, along with the fact of being an English-speaking university.

I want to underline that at Canadian Institute of Technology:

–Teaching approaches and methodology used by pedagogical staff are in contemporary and professional standards.

–Infrastructure and logistics of auditors and laboratories are appropriate to make the connection of the theory with the concrete application of programming. It was great to study at CIT.

**Antonio Kongjonaj**

CIT Alumni



CIT is the perfect ecosystem where passion for learning, innovation, and personal growth meet, reshaping what we know of higher education in Albania. As a current master's student of Innovative Engineering in Sweden, I can confidently validate that CIT's curricula and transferal of studies are its two most vital attributes. To all my peers who are in a real quandary over which university to choose: trust your education to CIT without hesitation; it is probably the best investment you can make!

**Ermela Gjona**

CIT Alumni



My name is Taulant and I am from the Republic of North Macedonia. Engineering is my passion that is why I chose to study at Canadian Institute of Technology.

CIT is a very welcoming place, and from the first day, I felt like home. Studying in English language was challenging but very rewarding. After one year of studies at CIT, I transferred my studies at University of Southern Denmark, Product Development and Innovation Engineering Department.

My university experience at Canadian Institute of Technology has been amazing and all courses I took were really helpful.

**Taulant Halili**

CIT Alumni



At CIT I have had the opportunity to have internships and also to take part in different conferences and projects.

I have grown very much professionally but also as a person. CIT has become a family now where I spent most of my time. I really want to thank the administrative staff and my professors at CIT who have supported me on every step.

But a special thank I want to say to professor Bledi Kazia and Shefqet Meda which are now not only my professor but also friends who support and advise me.

**Brikelda Liçaj**

CIT Alumni





### Initial study guidance and planning

All degree programmes have a curriculum which includes information on the degree requirements and the courses which are included in the degree. In many programme curricula, there is also room for your own choices among given options according to your interests and professional goals. Thus, you will need to plan your studies carefully. This does not mean that you will need to face your choices alone. CIT offers various services and tools which are designed to help you with planning your studies and with any choices or challenges you may be facing.

Your studies at CIT start with an orientation period which begins with the Welcome Week and continues during the introductory course included in your degree programme.

Studying at CIT may differ from your earlier study experiences even if you have a previous university degree. Your introductory studies aim at familiarizing you with the study environment, supporting you in planning your studies and learning about the practices of studying at the university as well as providing you with a support framework which allows you to start your studies efficiently.



### Study guidance

There are many forms of study guidance available to a new student at CIT.

When you arrive at CIT, the Admission Office is available to help you with practical matters as well as study-related questions. Then the Student Affairs and Career Office will also provide guidance, starting from the very beginning of your studies and continuing throughout your studies.

More information on tutoring is available under [www.cit.edu.al/student](http://www.cit.edu.al/student)

The education specialist of your degree programme in the faculty will contact you when you are admitted to the university and remain as your primary contact in any questions related to your degree before arrival and throughout your studies. For example, the education specialist can help you with the recognition of previous studies. You can also talk to the education specialist of your degree programme if you are facing any concerns or challenges during your studies.



### University curriculum

The degree requirements, courses and course contents of each programme are described in the [www.cit.edu.al/academics-2](http://www.cit.edu.al/academics-2)

Please note that the curriculum includes information on programmes offered in English, because CIT teaching language is only English.



### Front desks - reception

Front desk of the building is located close to the main entrances making it very easy to approach any information that you'll need.

Front desks advise you on the accessibility of the building.

Campus maps are available at Front desks.



### Moving around the campus

Accessibility to all the buildings is ensured by ramps and automatic doors. At CIT campus, the buildings are connected to each other by an accessible internal route. On the ground floor you can find our labs as well as Auditorium and A1 class.

At the same time in the ground floor you can easily meet our secretaries, Finance Department, Admission Office, Student Affairs and Career Office etc. On the first floor there are the other classes and academic offices.



### Opening hours and Front desks

CIT is open from 7.30 am to 21.00 pm from Monday to Saturday.



### Campus parking

You can purchase a daily parking permit at the entrance of the campus.



### Smoke-free campus

The smoke-free policy means that smoking is only allowed in specifically designated outdoor areas. The policy also applies to electronic cigarettes. No tobacco products are sold on our campuses.



## KEY INFORMATION



### Student administration

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



### Student card

Canadian Institute of Technology in collaboration with the Municipality of Tirana provides our students with the Student Card. Through the Student Card, students benefit from various advantages, reduced fees, and dedicated offers, from both public institutions and private entities.



### Updating personal details

The official records of student admissions, registration, and grades are kept in the Secretary's office. Whenever a student changes their home address, telephone number, email, etc., they can update their personal information by making an in person request at the Registrar's Office. These records are confidential and subject to the information release policy of Canadian Institute of Technology.



### Student Record Confidentiality

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



### Visas and immigration

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



### Lost and Found

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



### Infrastructure and Computer facilities

At Canadian Institute of Technology, we always try to keep pace with the latest developments in science and technology. This is achieved not only by investing in the latest and the best hardware equipment but also by installing and maintaining the latest software systems and applications.

Canadian Institute of Technology premises provide the required capacities for students and they consist of the auditorium, various lecturing halls/classrooms; 6 labs; study rooms; an innovation HUB (CIT HUB); offices for both academic and administrative staff; parking area and cafeteria. Classrooms are equipped with all the necessary, contemporary, and professional devices such as computers, and overhead projectors, among other technology.

Studying conditions are complemented by the CIT library, which provides access to a large book collection (online and on sight) selected for each study program at our college.



### Fire Safety Policy

- CIT prohibits smoking in any of its buildings.
- All students are expected to observe these regulations.
- Fire exit signs are posted at all exits to be used for evacuation and smoke detectors are placed in various strategic locations to provide early detection of smoke or fire.
- All fire extinguishers will be periodically checked by an outside company to ensure that they are in good operating condition. They will also do a safety inspection and check the building for fire hazards.
- Fire drills will be practiced each year in the building.



### Guidance and supervision

- Each student, whether graduate or undergraduate, is assigned an academic advisor on the basis of his/her major.
- The Secretary of the Departments maintains the list of academic advisors and the assigned students.
- Academic advising may be done during the academic year. However, it is an obligation necessary during the registration period.

### > Respectability and Spirit of Responsibility

Our students are expected to demonstrate maturity, responsibility, and a strong commitment in preparing themselves for their career.

This should be evident in a student's sense of self-respect and regard for the rights of others and the rules applied by Canadian Institute of Technology and the broader society of Albania.

The following rules exist to frame the minimal requirements of a University modeled in the tradition of higher education.

### > Student Rights

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

### > Student Responsibilities

The student has the following responsibilities:

- To respect all colleagues and employees of CIT regardless of their faith and culture
- To treat all colleagues and employees of CIT without any form of discrimination.
- To follow academic advice.
- To inquire about course requirements if the student does not understand them or is uncertain.
- To uphold the established standards of academic performance for individual courses and programs of study.

- To act in accordance with commonly accepted standards of academic conduct.
- To initiate an investigation if the student believes his/her academic rights have been violated.
- To respect Albanian laws as well as our policies and procedures.

### > Student Code of Conduct

The following rules are valid whether on campus or off-campus.

- Students of Canadian Institute of Technology that violate generally accepted standards of good behavior are subject to disciplinary actions.
- Unacceptable conduct includes, but is not limited to, the following:
  - disrupting teaching activities;
  - acts of harassment;
  - physical violence or assault against others;
  - endangering the safety of others or violating their rights;
  - activities that intentionally or recklessly cause serious disturbance or distress to others;
  - gambling inside CIT premises;
  - possession of firearms or other dangerous weapons;
  - intentional possession or use inside Canadian Institute of Technology property of a dangerous article or substance that could injure or discomfort any person;
  - possession and/or use of fireworks;
  - falsifying information submitted to any office or offering a false statement;
  - failure to show an ID to an identified official or employee of Canadian Institute of Technology upon proper request;
  - theft or possession of stolen property;
  - attempting to use the property of our college in a manner inconsistent with its designated purpose including misuse of residence hall furniture;
  - intentional or reckless damage to or destruction of Canadian Institute of Technology property or property on our premises belonging to others including graffiti;
  - trespassing or unauthorized entry;
  - alteration of documentation relating to the grading process;
  - any forgery, alteration, or misuse of academic documents, forms or records, in hard copy or electronic format;
  - hampering or preventing the discharge of any college function;
  - reckless interference with any class, other college units, or campus activity;
  - unauthorized removal or damaging of library materials;

## > Student Academic Dishonesty Policy

*Examples of academic dishonesty:*

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

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

The decision of the Dean is final.

## > Student Activities Policy

- Student activities are supervised by the Student Affairs & Career Office.
- Equal opportunities are provided to all students of the Canadian Institute of Technology in various social, cultural, and sports activities.
- All events and activities sponsored by campus are approved by the Registrar in advance to allow for adequate supervision and appropriate scheduling.
- Events or activities that could conflict with the sentiments of the multicultural student community at Canadian Institute of Technology are not allowed.
- The financing of all activities is under the supervision of the university college administration.
- In-house activities are organized in a way that does not interfere with the regular classes.

## SERVICES

### CIT UNIVERSITY MANAGEMENT SYSTEM (UMS)

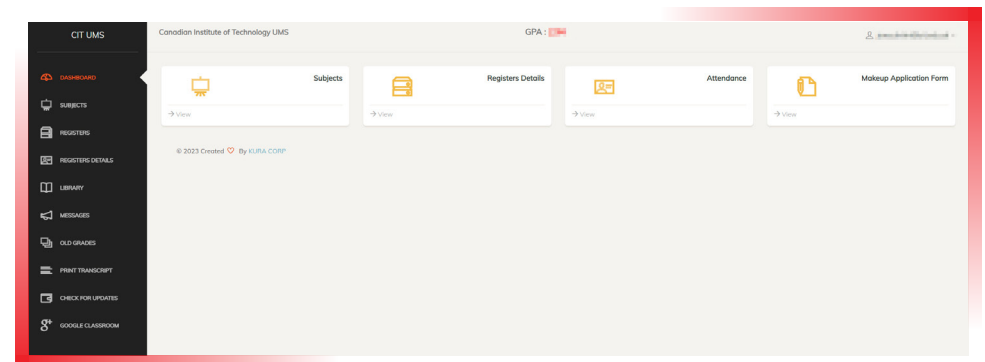
The Canadian Institute of Technology facilitates the interaction between students, secretaries and academic staff using an online application named CIT "University Management System" (UMS).

The system aims to improve the quality of service by informing students in real time about their academic performance.

UMS can easily be accessed easily through any mobile phone or tablet.

#### Available features:

1. Each student can login into the system using his/her unique credentials provided by the IT department within the first week of the academic year.
2. Students have private access to their personal information such as:
  - Information about the subjects registered for each semester and grade weight for any component.
  - Real-time information about evaluations for all components included in the subjects.
  - A summarized table of all grades categorized by semester.
  - Downloading/printing grade reports.
  - Checking the absences for specific dates and the total number for each subject.
  - Checking their absences online
  - Getting online help and support for any issues.
  - Etc.



A Mobile version provides students the opportunity to run the UMS features through their smartphones.



#### *Policies:*

- The information provided in the system is private for each user;
- Obtaining and using other students/staff credentials is strictly prohibited.
- Attempting to breach the system's data violates the institution's policies, and adversaries may be subject to legal prosecution.


### What's coming next?

An updated version of the UMS system, containing a reading section, will be launched in a few weeks. This section will allow all students to study online using books available for each registered class.

More services such as interactive chat, forums etc. will be available for usage.

### How to access UMS?

You can log in with provided credentials through the following link: **ums.cit.edu.al**

A screenshot of the CIT login page. At the top, there is a logo for CIT (Canadian Institute of Technology) featuring a red maple leaf and the text 'CIT CANADIAN INSTITUTE OF TECHNOLOGY'. Below the logo, there are two input fields: 'Username' and 'Password'. The 'Username' field has a placeholder text 'Username'. Below the 'Password' field, there is a link that says 'Forgot your password? Click here'. At the bottom of the login area, there is an orange 'Sign In' button. The entire login area is enclosed in a white box with a thin border.

### Support

If you encounter technical difficulties while logging into the UMS system, please reach out to both the IT department and the Registrar.

The IT department will make every effort to respond to your query within two working days.

You may contact the IT department through this email: **it@cit.edu.al**

### Student email account

Students of Canadian Institute of Technology are provided with an email account on the university college's domain (cit.edu.al), which can be used to facilitate communication and coordination. Each student has an individual account on the university college's systems and can log in from any computer within the college network using their username and password.

Please refrain from sending unsolicited emails to your fellow students.

#### *Policies:*

Specifically, you must not, under any circumstances

- Post anything abusive, defamatory, or otherwise illegal;
- Copy or forward email or any other private messages without permission;
- Include material that is confidential or the copyright of which is owned by someone else, unless you have first obtained permission;
- Post material that contains viruses or other content which may disrupt the institution's system;
- Post any advertising or promotional material;
- Behave in an impolite or offensive manner.
- Sending emails to students' groups or CIT officials during non-working hours, unless you have something urgent to share.

For more, you can also read our  
IT Policy via the website



## FACILITIES

### Computer Labs

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

CIT has 5 Computer Labs on the 1-st floor that are used for teaching and can be used by students for their homework. Each of them has computers with at least 4GB – 8GB RAM and 500GB disk drives, running the latest version of Edubuntu (Linux) and Windows 10, which are licensed.

Staff and students are provided with an email account on the domain of the university (cit.edu.al), that can be used to facilitate communication and coordination.



## Classrooms

Classrooms are the heart of a University. It is the place where ideas are exchanged and students work towards their goals.

The Canadian Institute of Technology has 6 classrooms, 5 classrooms on the second floor and a quite bigger classroom (semi-auditorium) on the first floor in order to accommodate our students and professors during their lecture and seminar hours.

All of our classrooms are equipped with a whiteboard and projector.



## Auditorium

The auditorium is one of the most important facilities at Canadian Institute of Technology. It is where our students learn, compete, celebrate, and more. The auditorium has all the latest technologies and tools needed for presentations and events.

The auditorium is used for teaching lectures, delivering training, holding events, holding competitions such as hackathons and more.



## Visit us!

Explore our facilities in person. CIT is located in the heart of Albania!



### Visit our campus at

"Porcelan, St. Xhanfize Keko No. 12  
(Complex Xhura, near TV Klan)  
Tirana – Albania"

## "Canadian Institute of Technology" Library

The library is located on the 2nd floor and offers access to a vast collection of books, as well as thousands of full-text electronic journal subscriptions.

The library primarily serves university members and secondarily the community. It supports all programs taught at the university by housing a variety of collections in different formats to cater to diverse needs.

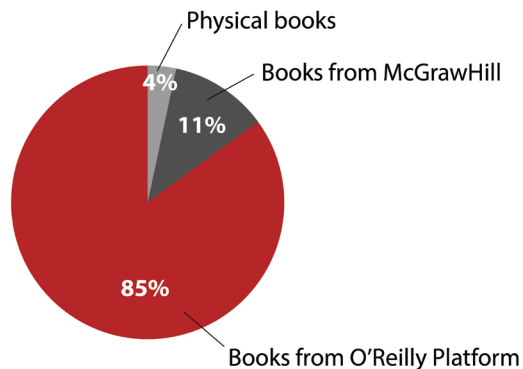
*Did you know?* You can access a total of over 5000 hardcopy books, 346 science magazines, and a dozen other online books!

CIT Library features a curated catalog of over 100,000 technical books - including titles from McGrawHill Education, O'Reilly, Pearson etc.

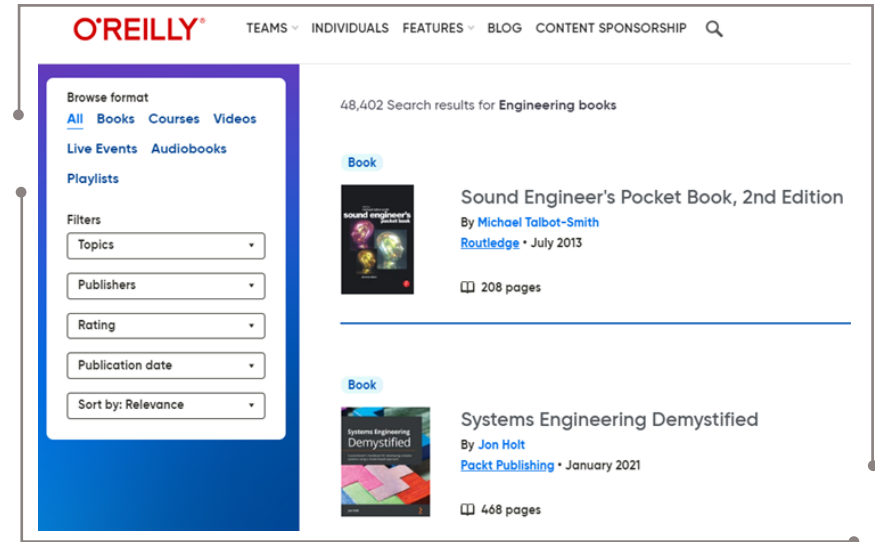
Statistically speaking in our library, you can find over 57.098 books in engineering and over 27.546 books in the field of economy.

### Books in the field of engineering at CIT

#### OVER 57'098 BOOKS IN ENGINEERING



This is how many books in engineering you can find in O'Reilly Platform

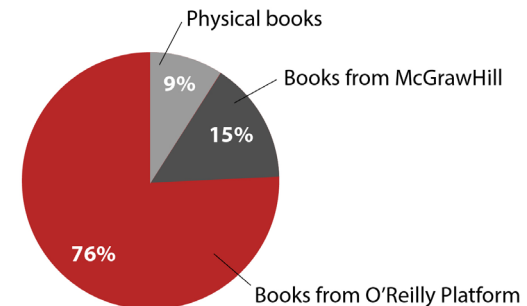


For more about the engineering books, follow the link:

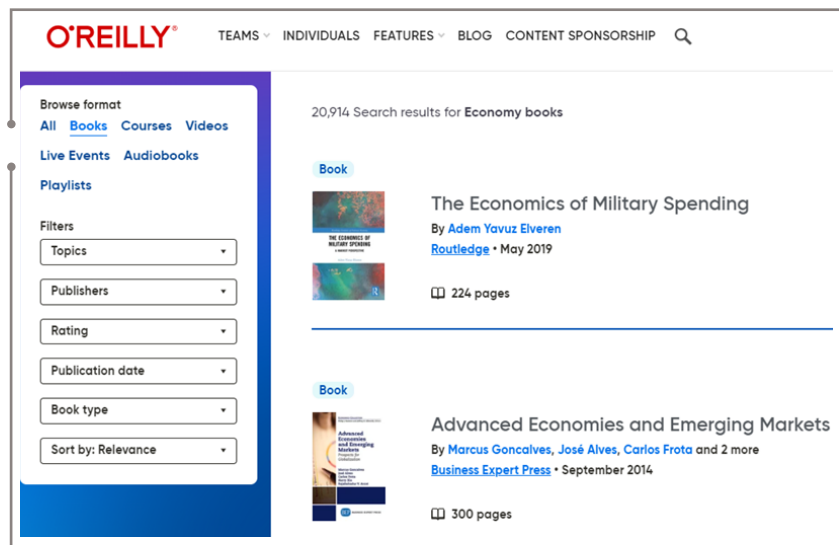


### Books in the field of economy at CIT

#### OVER 27'546 BOOKS IN ECONOMY



This is how many books in economy you can find in O'Reilly Platform



For more about the economy books,  
follow the link:



## Library Loan Policy

### For Students

- Library books are loaned for three weeks (except textbooks).
- Textbooks are loaned for one day only
- Library patrons are responsible for all materials checked out to them.
- The library warns patrons not to loan items you have borrowed to another person.
- If the item is lost or returned late, you will be responsible for all fines and replacement fees.

**Note:** All students are strongly advised to return borrowed items before the due date. To help you get borrowed items back on time, reminders are sent by email. Library loans can be renewed by coming to the library front desk.

### Library Hours

**Monday – Friday**  
8:00 AM - 9:00 PM

**Saturday**  
8:00 AM - 3:00 PM

**Sunday**  
Closed

For any questions, you may reach us via the following email address:  
**library@cit.edu.al**

## McGraw-Hill Education

CIT Library has two agreements, with McGraw-Hill and O'Reilly.

McGraw-Hill Education is a leading digital learning company. McGraw-Hill Education (MHE) is a North American learning science company and one of the “big three” educational publishers that provides customized educational content, software, and services in the world.

We have transitioned from a print-based model to one based on using digital content and technology-enabled learning solutions.

Advantages for students using McGraw-Hill textbooks:

- You will have access to the latest available editions, a package of 10 e-textbooks every academic year.
- Professors annually update the e-Book library with replacement titles and newer editions. This provides you with the opportunity to access updated information relevant to the current state of the economy and technology.
- You may share notes, comments and more between you, your classmates and your instructor.
- Free training for faculty and students upon agreement.
- Customized texts can be added to the library, including chapters from various MGH texts and your own notes in any language.

### How to access McGrawHill texts

#### For Students

##### Method No.1

1. CIT Virtual Library **www.cit.vstbridge.com**
2. Please insert the email and password created
3. How to download your E-textbook (it can be downloaded on 4 devices)
4. For further support see here: **vitalsource.com**



## Method No.2

1. Enter your URL provided by your instructor
2. Enter your email address and click **Begin**
3. Create your account; Enter your email, First and Last name and create a password and Click **Continue**.
4. Click **Confirm** and **Go to Connect** to be taken to your course.

IMPORTANT NOTE: No McGRAW-HILL textbook can be checked out - all printed titles are to be used at the Library ONLY.

## O'Reilly Library Platform

**One of the biggest platforms**, O'Reilly, an American learning company, is part of our Library for students at CIT. You can now navigate and browse different topics related to trends in business and technology as well as other materials that O'Reilly brings to our Library.

### What you should know about O'Reilly

O'Reilly tracks the trends and utilizes knowledge to provide the up-to-date content you need to keep on top of the trends, and emerging technologies that are shaping today's business and technology.

Exclusive books, videos, and learning experiences from O'Reilly's editorial team include resources from more than 200 of the world's most respected publishers, including Pearson, Packt, Wiley, HarperCollins, and others.

Their self-paced learning paths and interactive lessons make it simple for you to build a knowledge base, gain proficiency, and master new abilities in your own free time.

### Where you can find it:

O'Reilly Platform is available at the CIT Library and Lab 2.

### Agreement with the Press Subscription Agency

CIT has an agreement with the "Press Subscription Agency" to provide the most well-known international periodicals in the field of economy and engineering.

The institution regularly receives the latest issues of magazines and periodicals in these fields and enriches the CIT library with them.





*Many of our students choose to attend more than just classes in classrooms or the auditorium. If you want to expand your scope of learning, you can use:*

### Academic Advising

At CIT academic advising is a very important process to help students better understand the academic environment and at the same time to prepare themselves for a long journey in their life. At CIT there are several actors who offer career counseling to enable students and graduates to recognize and understand themselves and the world of work to come to a resolution on career, life, and educational choices. This process involves more than just coming to a decision on what major to pursue in school and the job a student would want to take up once they graduate. It includes choosing as well as changing careers, searching for jobs and dealing with work-related issues.

In part six of this Guide you will find more details to learn about academic advising.

### Office Hours

Office hours are designated times when you can meet with your professors and teaching assistants to discuss the material presented in class or any other related interests you might have. Course-related discussions include asking for extra help, seeking clarification on class material and following up on aspects of the class you find compelling.

Additionally, students have the opportunity to engage in discussions about majors and programs of study, graduation requirements, internships, masters, campus events, and various other topics.

Many professors do not mandate that students attend office hours. They expect students to decide for themselves when they need or want to participate. Professors announce their office hours on the first day of class when they present the course syllabus to you.

### Training Office

Training Office offers students, graduate students, academic & administrative staff, as well external parties the opportunity to get engaged in various programs and activities, such as participating in several trainings, workshops, webinars, competitions and also taking advantage of other benefits and resources.

The Training Office is organized and run by the Coordinator of Training Office and supported by our staff and third parties. Being the focus point of this office, the targeted groups are provided the opportunity to acquire new knowledge and enhance their existing skills, share experiences, and establish connections with each other.

This initiative ensures a way for all participants to organize hands-on activities in CIT, in their communities and collectively pursue professional development opportunities.

The main objective of the **Training and Continued Education Office** is to create and develop the skill and knowledge necessary for achieving task performance. It aims to ensure that all participants have the technical skills needed to perform their job efficiently and smoothly, while also fostering increased motivation and engagement. Also, it fosters the spirit of loyalty among students and alumni and promotes the general welfare of the Canadian Institute of Technology.

It exists in order to support and meet the goals of the university college and to strengthen the relationship between the students, staff, the Institution and the community.



## CIT HUB

CIT HUB is an innovation center focused on promoting creativity and entrepreneurship. It's a space where people can meet, interact, create, undertake, work and innovate together.

CIT HUB's goal is to encourage students across multiple disciplines to work together in one location where with the help and support of our exceptional and resourceful team of professors, mentors and experts they can spark and fuel new ideas that can lead to potential intellectual property and new businesses.

CIT HUB have under his umbrella programs such as:

- Start-up Business Incubator and accelerator, where young entrepreneurs have a possibility to grow their ideas;
- Facilities such as CIT Maker Lab, furnished with powerful computers and software, 3D printers, Virtual & Augmented Reality Gadgets, IOT hardware, etc. where for the first time in Albania, students can perform real R&D, prototyping and even low scale production of their ideas.
- The HUB also offers Coworking spaces, where workers of different companies, or freelancers share office space, allowing cost savings and convenience through the use of common infrastructures.
- Advanced Masterclass Trainings in technology, ICT, Finance, Business, etc.
- CIT Entrepreneurs Club, Mentor & Trainers Club, Investors Club, etc.
- And also, a lot of events, competitions and networking possibilities for entrepreneurs and investors.

**Mobilities:** Canadian Institute of Technology supports physical and blended mobility of higher education students in any study field and cycle (short cycle, bachelor, master). Students can either study abroad at a partner higher education institution or carry out a traineeship in an enterprise, a research institute, a laboratory, an organization or any other relevant workplace abroad. Students can also combine a study period abroad with a traineeship, further enhancing the learning outcomes and development of transversal skills.

The main objectives targeting students are to:

- **Expose** students to different views, knowledge, teaching and research methods as well as work practices in their study field in the European and international context;
- **Develop** their transversal skills such as communication skills, language skills, critical thinking, problem-solving, inter-cultural skills and research skills;
- **Develop** their forward-looking skills, such as digital and green skills that will enable them to tackle the challenges of today and tomorrow;
- **Facilitate** personal development, such as adapting to new situations and self-confidence.

Student mobility can be carried out in any study field and during any study cycle (short cycle/bachelor/master) practiced at CIT. The high-quality mobility activities with maximum impact on the students are insured through compatibility with the student's degree-related learning and personal development needs.

Students may carry out the following opportunities:

- A **study period** abroad at a partner higher education institution. The study period abroad must be part of the student's study programme and related to the particular part of the study cycle the student is currently attending. A study period abroad may include a traineeship period as well. Such a combination creates synergies between the academic and professional experience abroad.
- A **traineeship** (work placement, internship) abroad in an enterprise, university, a research institute, a laboratory, an organization or any other relevant workplace. Traineeships abroad are supported during studies at any study cycle and for recent graduates.

More on CIT HUB  
[www.cit-hub.al](http://www.cit-hub.al)



CIT publishes all Erasmus calls on its homepage:  
[www.cit.edu.al](http://www.cit.edu.al) or on the student web page:  
[www.cit.edu.al/student](http://www.cit.edu.al/student) and via CIT emails system.

**Project presentations:** CIT gives great importance to technology, quality of laboratories, but also computer programs, which are used for various modules or subjects. Many of the courses / modules give a huge weight to the realization of the project by the student, who at any time of the day can use the laboratories and programs installed for the realization of certain projects and tasks.

CIT in recent years has aimed to offer a “project-oriented” curriculum and this is reflected in the course programs, where a project must be created by the student and submitted at the end of the course.

The best projects are presented by students during the student conferences and Project Presentation Days.

**Publishing a scientific paper in CRJ:** CIT has its own scientific medium “CIT Review Journal”. The journal mainly covers the field of engineering, economy, as well as related scientific fields such as natural sciences, etc. Finally, during 2021, as a stand-alone achievement, “CIT Review” became part of the Ulrichsweb™ Periodicals Directory and was indexed in Citefactor, which is the largest indexing of scientific journals and scientific articles in the world.

Many students in the past have used the chance to publish research papers worked on in tandem with their instructors in CRJ. Don't lose the chance, you can be one of them!

Our instructors will guide and teach you on how to properly write a research paper and to publish it.

**Student Clubs:** Are you interested in starting a new club? You can enrich the college experience for you and other students by creating a community with shared interests. The University offers a variety of clubs and organizations that meet everyone's interest.

CIT recognizes the value and importance of community in the academic success of its students. Student clubs create opportunities for students to build connections with faculty, staff, and other students outside of the classroom. CIT has over 15 student clubs ranging from special interest to academic-related to multicultural clubs.

Through these clubs, students are not only able to develop leadership skills, but also create relationships through community engagement and enhance their overall college experience.

Clubs are under the leadership of the Student Government.

The purpose of clubs at CIT is to enhance the college experience of each student. Through participation in a student club, there are opportunities to meet other students with similar interests and enhance their educational experience while developing life-long skills.

Additional benefits of participating in a club include:

- Developing networks and fostering closer ties between staff, faculty, & students.
- Learning self-discipline, responsibility, and how to take initiative.
- Gain various leadership skills.
- Challenging beliefs, values, attitudes, and morals.
- Contributing to the development of identity and finding a sense of belonging.
- Being exposed to differing, diverse, and conflicting viewpoints.
- Helping students identify with the campus culture and persist to graduation.
- Channeling anxiety and stress into positive, enjoyable, and productive pursuits.
- Finding support from students with common needs or interests.
- Motivates students to strive for and maintain academic excellence.

**Student Government:** Student government is an essential aspect of education that provides students with a platform to express their opinions and ideas and participate in their school community's decision-making process. Overall, CIT student government plays an important role in promoting student involvement and empowerment in their education and is a valuable part of the school experience for our students.

### Objectives

Involving students and their representatives in the teaching process and governing activities of CIT as well as encouraging the creation of different students' communities with social, cultural, scientific, sports character etc.

1. Represents an independent organization of undergraduate and graduate students established at institutional level, which does not perform political and economic activities.
2. Students' Government promotes students' participation and coordinates their representation in the governing bodies of CIT, in teaching-research structures and services, with the aim of expressing their opinions and presenting their proposals on issues of general interest at CIT regarding study programs, teaching regulations, the right to study, quality of services, the organization of various cultural and sports activities etc.
3. CIT supports Students' Government logistically and may fund some of their projects, including the publication of a newspaper.



## Responsibilities of the President of the Students Government

- Should organize and direct the meetings.
- Create topics for discussion.
- Creating different events and activities that will involve the participation of the students.
- Present the problems of the students to the board meeting.

## Responsibilities of the Vice President of the Students Government

- Possesses all the responsibilities mentioned in the section above in the absence of the President of the Student Government.

## Responsibilities of the Secretary of the Students Government

- Keep notes regarding the topics that will be discussed in every meeting.
- Should make the list of presence of the student government members participating in the meetings.
- Must keep a record for every meeting.

✉ Student Government Contact: [st.gov@cit.edu.al](mailto:st.gov@cit.edu.al)



### STUDENT AFFAIRS & CAREER OFFICE

At CIT, we believe that education is about more than just coursework – it's also about developing the skills and experiences that will help you succeed in life. That's why we offer a range of extracurricular activities, clubs, and organizations that allow students to explore their interests and connect with fellow students.

The office for student affairs and career counseling has been operating at CIT for many years. Students are provided with complete information on everything related to program licensing, career and employment opportunities, accreditation of the institution and study programs, cooperation agreements for teaching practices, recognition of credits, agreements with local partner institutions and foreign, etc.

In addition, during the Open Weeks, the office talks to students and potential candidates to introduce themselves to them: institution, programs, website, mobility, student clubs, staff and administrative and academic offices, employment opportunities in the institution and outside it, etc.

The Student Affairs and Career Office is an integral part of the structure of Canadian Institute of Technology that places the student in the center of attention and aims to stimulate their individual talents. It is one of the main links connecting our institution with the needs of the labor and investment markets.



### The mission and the aim of SAC Office

The mission of the Student Affairs and Career Office is:

- to increase the employability of CIT's students and graduates;
- to provide the best services to students, staff and other stakeholders;
- to improve the quality of education; and
- to help develop their full potential and have the highest possible performance in the labor market.

SAC Office at CIT aims to help students develop their potential through:

- Career counseling;
- Increasing the number of students and graduates who are employed in their profession;
- To help students in making connections with potential employers;
- Serve as a recruitment source for many organizations and institutions and provide training services for various businesses;
- Familiarity with the labor market from the point of view of searching for the desired job and the ability to appear in this search in the most professional way possible;
- The opportunity to try the desired job through work practices;
- The possibility and ability to build a network of acquaintances in the professional environment of the labor market;

SAC Office serves as a bridge between CIT students and various actors in the labor market. To achieve its goals, the SAC Office has created a network with different structures and offers services from all areas such as:

- Provide Career Guidance and Academic advising counseling
- Work in partnership with the Students Government;
- Organization of different workshops with specific topics;
- Practical opportunities at various businesses and organizations;
- Training programs in certain fields related to economy and engineering
- Organization of summer school
- Activities and Fairs for employment opportunities
- Cooperation with partner offices of the public and private sector in the service of providing the best possible opportunities for students

In order to cover all these processes, SAC Office has a coordinator and an assistant coordinator. For more you can check our web page at: [www.cit.edu.al/student](http://www.cit.edu.al/student)

### Academic Advising

The SAC Office will offer career counseling to enable students and graduates to recognize and understand themselves and the world of work to come to a resolution on career, life, and educational choices. It involves more than just coming to a decision on what major to pursue in school and the job a student would want to take up once they graduate. It includes choosing as well as changing careers, searching for jobs and dealing with work-related issues.

#### Academic Adviser responsibilities include:

An academic adviser plays a pivotal role in a student's educational journey. Serving as a guide and mentor, the adviser provides personalized support to students, helping them navigate the intricacies of their academic pursuits.

All students at the Canadian Institute of Technology are assigned an Academic Advisor. Students are expected to meet with their advisors at least twice a semester to ensure they are progressing smoothly and to address any questions or concerns that may arise.

#### Academic Advisors:

- Discuss academic programs consistent with each student's abilities and interests;
- Provide accurate and timely information regarding academic options and available resources;
- Explore various career paths and educational goals by encouraging advisees to select an appropriate study program;
- Monitor the student's progress toward achieving academic and career goals, as well as, a meaningful college experience;
- Address Academic Alerts submitted by faculty regarding excessive absences and academic difficulties throughout the semester;
- Help students select electives with care and purpose to enhance their resumes and enrich their lives.



#### Skills and Training Programs

The SAC Office will support students in improving the 21st Century Skills listed below which are very essential for excellent performance in the job market.

- Critical thinking
- Creativity and imagination
- Collaboration and teamwork
- Communication
- Problem solving



Critical thinking is all about *solving problems*. *Creativity* teaches students to think outside the box, *Collaboration* shows students how to work together to achieve a common goal. Communication lets students learn how to best convey their ideas.

### **Career Guidance, Counseling Mentorship**

This Office will offer career counseling to enable students and graduates to recognize and understand themselves and the world of work to come to a resolution on career, life, and educational choices. It involves more than just coming to a decision on what major to pursue in school and the job a student would want to take up once they graduate. It includes choosing as well as changing careers, searching for jobs and dealing with work-related issues.

### **Employment Opportunities (Jobs & Internships)**

The SAC Office services through its placement program help fresh graduates to obtain job and internship opportunities. This procedure will be made possible as a result of the university being in Partnership with various companies and employers that have several Graduate Trainee Programs and opportunities for fresh graduates to gain working experience and build their careers.

### **A Link between Students and Industries**

The role of interactions between Industry Partners and Universities cannot be understated in helping generate problem-solving ideas, innovations and jointly develop goods and services. The Office along with other departments of the college will continuously support students in searching for job and internship opportunities through Industry Partners.

### **Career Fairs & Exhibitions**

The SAC Office and other instances will organize a Career Fair annually in collaboration with Industry Partners to provide information on job placements and career guidance and growth. Students get a chance to meet with Industry Partners and experience the services the companies offer, and what their job profiles are. Students, who possess the skills that companies are looking for, secure jobs and internships at a higher rate through these career Fairs and Exhibitions.

### **Career Testing and Assessment**

Self-assessment involves students analyzing their own learning as well as work progress. It allows a student to pinpoint gaps in their skills, set realistic goals, track their own growth, and where exactly to focus their attention in learning. The process helps students stay motivated and advocates for self-reflection and control for their learning.

# 7

## **YOUR STUDENT JOURNEY START HERE**

### **Financing your studies**

At the beginning of every academic year the Board of Administration approves the tuition fees for programs and the financial support that will be offered to CIT students.

The fee includes enrollment in the institution, certification of grades and any other certification that the institution will provide free of charge to students.

All payments must be made in Euros and you must provide your full name with any payment you submit.

### **Payment Methods**

The tuition fee is paid in two installments.

1. The first installment is due within the first two calendar weeks of the first semester.
2. The second installment is due the last day before the beginning of the first term exams.

### **Tuition Fees**

The payment for students who register in the first cycle of studies in the Faculty of Economy programs is 2500 (two thousand and five hundred) Euros and in the Faculty of Engineering programs is 3000 (three thousand) Euros for each academic year.

The registration fee is 300 Euros and is strictly non-refundable after the student is registered.

The tuition fee for students enrolled in the second cycle of studies for both faculties is 3000 (three thousand) Euros for each academic year.

The second / third-time course attendance fee is 250 (two hundred and fifty) Euros for the first cycle of studies and 300 (three hundred) Euros for the second cycle, for both faculties.

Make up exams are 30 Euros.

The diploma fees not awarded within the academic year are 500 (five hundred) Euros.

The refund of the tuition fee paid is in the amount of a 100% when the student:

- Decides to withdraw from the studies after the first lesson
- Requests to cancel the contract within 7 days from signing it

**Tuition Fee includes:**

- Registration
- Study Fee
- Online Books
- Transcripts
- Student Card
- Insurance (up to 2000 Euro)

**Student Loan**

If a student faces difficulty in paying the tuition fee, our university college has signed an agreement with Credins Bank to provide a student loan with 0% interest for our students.

The loan can be approved within 24 hours.

**CIT Scholarships**

At CIT, we firmly believe in recognizing and nurturing exceptional talents, so we offer both Merit and Social - Based Scholarships.

We aspire to remove economic, social and cultural barriers that prevent talented people from studying at the Canadian Institute of Technology.

Knowing that scholarships play a crucial role in promoting equal access to quality education, regardless of an individual's economic background, we offer financial assistance to our students to help alleviate the financial burden of tuition fees, textbooks, and other educational expenses.

Also knowing that scholarships empower individuals to access educational opportunities that might otherwise be out of reach, to foster a brighter future for both the recipients and the communities they serve, we have a diverse scholarship program and discounts that gives the best students the opportunity to benefit from significant reductions in tuition fees.

**Merit based scholarships:**

- For students with high academic achievement, based on their GPA, we offer scholarships up to 100%:

GPA	Discount
10.00	100%
9.8 - 9.9	75%
9.5 - 9.7	50%
9.0 - 9.4	25%
8.5 - 8.9	15%

- Scholarship for the Competition Achievement:

Place	Discount
1 <sup>st</sup> place	75%
2 <sup>nd</sup> places (2 scholarships)	50%
3 <sup>rd</sup> places (2 scholarships)	30%

**Social based Scholarships:**

- For orphans and families in need we offer scholarships up to 80%:

GPA	Discount
< 9	Up to 80%
> 9	Up to 50%-75%

- For students coming from Kosovo, Republic of North Macedonia, Montenegro, Presheva Medvegja and Bujanovc (Ethnic Albanian Territories) there will be an extra 15% discount of tuition fee in addition to discounts on the basis of average grades.

- CIT Alumni Scholarships – The best Bachelor diploma thesis from each faculty has the right to 50% discount in the tuition fee for the master program when the student continues their Master studies at CIT.

- Other graduate students will receive a 25% reduction in tuition fee.

- Early Bird Registrations: Students who sign a pre-contract will respectively benefit from a 30% "Early Bird" discount on their tuition fee.

- Scholarships for orphans and families in need: Each student with GPA above 9.00 will respectively receive an 80% discount on their tuition fee. Other students whose GPA is lower than 9.00, will receive assistance for up to a 50%-75% discount in tuition fees.

- Group enrolment: Each group with 3 or more students who registered together, will receive a 15% discount on tuition fee.

- Staff discount: Discount up to 50% for CIT academic or administrative staff. In the following year, students are not eligible for a payment deduction of the course/(s) which they repeat for the second time or outside the respective academic year.

For each category mentioned above, in the following year students must keep the same entrance GPA to maintain the applied discount.

### Financial support policy

1. All students who want to be included in the scholarship or discount scheme can apply:

- Through a written letter submitted to the Admissions Office;
- with an email at **admissions@cit.edu.al** or
- through the web, in the link: **www.cit.edu.al/scholarship-application**

2. The list of applications along with accompanying documentation is forwarded to the Scholarship Committee for consideration.

3. After reviewing the requests, the Scholarship Committee submits to the Administrator the proposal for awarding full scholarships and tuition fee discounts.

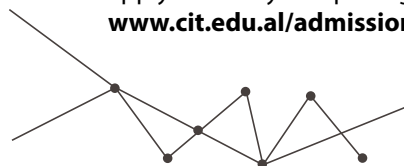
4. The administrator, after receiving the proposal from the Scholarship Committee, approves the proposal. After approval, the decision is forwarded to the Finance Office for action and the Registrar to notify the students.

5. According to the needs of the institution, the students receiving the scholarship will perform voluntary work of a scientific, administrative, cultural, social and academic nature at CIT.



### ADMISSION POLICY FOR NATIONAL STUDENTS

Prospective students are invited to contact the Admission Office to inquire about our study programs, admissions criteria, tuition fees, and available student services or apply online by completing the application form which is available on **www.cit.edu.al/admissions-3**



You will be contacted for further information by the Admission Officer.

No expenses are charged for an application submission, for both domestic and international students.

The Admission Office is your first stop at Canadian Institute of Technology!

The Admission Office maintains an open-door policy and welcomes all prospective students and their families.

We assist interested students throughout the admissions process at CIT in a manner that is equitable, efficient, timely, and applicant-friendly.

### Important Deadlines for Admission

The application period at CIT is open throughout the year, but registration only takes place in September.

The registration process and the calendar with the deadlines are established every year by an order of Albanian Academic Network and Albanian Educational Service Centre.

CIT sets the deadlines for the admission/registration in undergraduate and graduate study programs in accordance with the instruction of the Ministry of Education and Sport and the order of AAN and AESC.

### Eligibility requirements for Bachelor Study Programs

To register in our university, all high school students must select University College Canadian Institute of Technology as one of their 10 choices available in UAlbania Portal.

To register in the UAlbania portal to study in one of our programs you should have:

- Completed the high school with successful results and equipped with the Maturity Diploma;
- Successfully completed higher education abroad, equipped with their respective diploma, and have the diploma recognized (equivalence) by the Educational Services Center (QSHA);
- A high school GPA of 6.5 and above;

### For Rankings

For all candidates who have the same average grade, to ensure a more accurate ranking, CIT will apply the calculation formula as follows:

- 70% of the high school average grade for all years and 30% of the average grade of the subject group evaluated as important for each study program;
- 30% of the subject group for the programs of the Faculty of Economy will consist of:
  - o Mathematics
  - o Physics
  - o Economy
- 30% of the subject group for the programs of the Faculty of Engineering will consist of:
  - o Mathematics
  - o Physics
  - o Informatics

### English Language Criteria

The candidate must have an English language average grade of 6 or higher according to the mandatory English exam or the State Matura optional English exam.

In cases where the candidate has not taken the mandatory or optional English language exam in the State Matura, the institutional test or any type of international certification recognized by MoES will be considered valid. The minimum English level required is B1.

### Eligibility requirements for Master of Sciences programs

The Canadian Institute of Technology requires all new students to fill out an application form in order to be accepted into one of the Master of Science programs offered at CIT.

This form can be filled out on-line or in the premises of the Admission Office.

Students will classify to be admitted in one of the Master programs if they meet the following criteria:

- o Have successfully completed their studies in the Republic of Albania or abroad and obtained the relevant Diploma, from a first study cycle "Bachelor" program or an integrated second study cycle program accredited at the moment of the student graduation;
- o Have an average GPA preferably no lower than 7.5.
- o The English level required is B1 or higher. In case the candidate has completed his bachelor studies at a university in which teaching takes place in the English language, then the English language certificate is not an obligation for him.

International tests recognized under MoES guideline are:

- TOEFL (IBT), TOEFL (IPT)
- Cambridge
- IELTS
- TOEIC
- APTIS
- GESE

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

### Finalizing your registration at the respective Secretaries

After checking your status as a winner at UAlbania portal ([www.ualbania.al](http://www.ualbania.al)), you must go to the secretary's office to finalize your registration and acquire your student status.

The registration fee is 300 €.

To complete the registration, you need the documents listed below:

### Registration in Bachelor's Programs

- A notarized copy of the high school diploma and transcripts with a GPA of at least 6.5/10
- An Identification document (ID card or passport photocopy)
- 2 Photos
- Statement printed by the HEI
- Application form (printed at the HEI)



### Registration in Master Programs:

- Notarized Copy of Bachelor Diploma and the Grade List
- Notarized and certified copy in the Regional Education Directorate of the High School diploma and the Grade List.
- An Identification document (ID card or passport photocopy)
- 2 Photos
- International Certificate of English Language Test
- Statement printed by the IAL

### Letter of Admission

During the registration process the CIT secretaries keep a separate register for the submission of documentation, the date and time of submission, as well as the signature of registered applicants. After signing the register, the CIT secretary, in the presence of the applicant, performs the online registration on the U-Albania portal.

At the end of the procedure, the applicant and secretary sign two copies of the form printed by the system, one of which is given to the applicant.

### Falsified Admission Documents

In case of submitting forged documents, the student is subject to the measures provided by the Criminal Code and other laws and by-laws in force.

In case of doubt about the authenticity of the information declared, the institution responsible for providing the educational service and/or CIT, initiates the data control procedure, eventually forwarding this data to the competent bodies.

### Signing the study contract

After finalizing your registration at the secretary's office, you have to sign the study contract which will clarify the following topics:

- |   |                           |
|---|---------------------------|
| - Legal Framework                         | - Installments            |
| - Rights and Obligations of both parties; | - payment method;         |
| - Study program                           | - Term of contract;       |
| - Tuition fees                            | - Termination of contract |
| - Refund                                  |                           |

### Official CIT Student Status

Upon registration, you will be given your email account, with which you can also access CIT UMS (system). The first week is programmed as an orientation week, during which the students meet their professors.

The professors will explain the course syllabus, the methodology they will use during the academic year and the total number of credits required to pass in the next academic year.

### Suspension and resumption of studies

Students' can request the suspension (freezing) of the studies for short periods of time. To suspend the studies the student must fill out the dedicated form, which can be found in the secretary's office or on the website in the following link:

**[www.cit.edu.al/student](http://www.cit.edu.al/student)**.

#### *Policy*

o For the interruption of studies for short periods, the student must fill in the relevant form, found at the Faculty Secretary's Office or on the website, in which they explain the reasons and indicate the duration for which the interruption of studies is requested.

o After completing the form, the student submits it to the faculty secretary's office and awaits approval from the faculty's governing structures (Dean).

o Within 7 working days they will receive an official response for the request submitted by the Dean of the Faculty.

o Students, to whom the interruption of studies is approved for a specified period, will have no financial burden for the approved period.

#### *Important*

- In all cases, the approval of the interruption of studies should not exceed 1 (one) semester, and in special cases it should not exceed 2 (two) consecutive semesters.

- For students who discontinue their studies without receiving the faculty's approval, the contractual relationship will continue to apply and there will be no interruption of the financial obligation.

#### *Resumption of studies*

For the resumption of studies for students who have interrupted them for reasons stated in the interruption request form, the student must complete the respective form available at the faculty secretary's office or on the website in the following link:

**[www.cit.edu.al/student](http://www.cit.edu.al/student)**.

After completing the form, they submit it to the faculty secretary's office. Within 7 working days, they will receive an official response to their request from the Dean of the Faculty.

### Withdrawal from University

At the end of the semester or before the beginning of a new one, students can request a withdrawal from the University for reasons like studies abroad, financial difficulties, English Language difficulties, medical reasons etc.

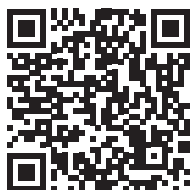
The student must fill out the dedicated form and submit the request to the secretary. The form can be found in the secretary's office or on the website, in the following link: **[www.cit.edu.al/student](http://www.cit.edu.al/student)**. The request for withdrawal is evaluated and in case of approval the Rector orders the student's deregistration from Canadian Institute of Technology.

The Canadian Institute of Technology can initiate the procedure for the withdrawal from the University for Students in cases of cheating, plagiarism or other behaviors against the regulation and procedures of CIT.

### ADMISSION POLICY FOR INTERNATIONAL STUDENTS

International students who want to pursue a bachelor's or master study program at the Canadian Institute of Technology must apply directly to the Admission Office within the specified deadlines. International students must also apply at the Albanian Educational Service Center (QSHA) for the recognition of the high school diploma or bachelor's degrees. You can find the application forms for the Albanian Educational Service Center (QSHA) at the following link:

For the validity of the diploma:



For the validity of the diploma of High School:



Documents to be submitted to the Educational Service Center are:

- Photocopy of the applicant's identification document
- A copy translated and unified with the original of all grades of every year of high school and a diploma certifying completion of upper secondary education abroad or in the absence of certificates, a copy translated and unified with the original of the list of all grades of upper secondary education
- A copy translated and unified with the original of the document certifying that it has passed national exams equivalent to those of the State Matura in the Republic of Albania

All the documents submitted for validity (with the exception of the identification document) must have the apostille stamp of the country to come.

### Eligibility requirements for International Students for Bachelor level

International students will classify to be admitted in one of the Bachelor study programs if they meet the following criteria:

- International high school diploma recognized by QSHA (Educational Service Center).
- Average high school GPA none less than 6.50.
  - English Language

- Candidates from non-English speaking countries are required to provide an internationally recognized English proficiency test, in accordance with the guidelines set by the Ministry of Education and Science. The English level required is B1 or higher.

The test recognized by MoES are: TOEFL (IBT), TOEFL (IPT)

- Cambridge
- IELTS
- TOEIC
- APTIS
- GESE

### Eligibility requirements for International Students for Master level

Students will classify to be admitted in one of the Master programs if they meet the following criteria:

- Candidates should have successfully completed their studies and obtained the relevant "Bachelor" program Diploma from an accredited program at the time of their graduation.
- Have an average GPA preferably no lower than 7.5.
- English Language - Candidates from non-English speaking countries are required to provide an internationally recognized English proficiency test, in accordance with the guidelines set by the Ministry of Education and Science. The English level required is B1 or higher. The test recognized by MoES are:
  - TOEFL (IBT), TOEFL (IPT)
  - Cambridge
  - IELTS
  - TOEIC
  - APTIS
  - GESE

### Registration

The documents that an international student must submit to the University College are:

- Application form (prepared according to MoES guidelines), provided by CIT.
- Copy of the document issued by the Educational Services Center confirming the recognition of the high school diploma, along with a copy of the grade list. Candidates who have not yet completed the validation process should submit a verification of their application to ESC for diploma validation.
- Photocopy of ID
- English Certificate if coming from a non-English speaking country
- Two personal photos
- Authorization form based on the MoES guidelines

### Visa Application

- International Students must apply for a "D / ST" visa – (for study purposes).
- The application for Visa must be made within 90 days of the intended date of travel. The application will be refused if your intended date of travel is longer than 90 days from the date of your visa application.
- Their visa application is examined between 15 and 30 days.
- Visa application process is only accepted if it is completed online, and you must ensure that You are outside of the territory of the Republic of Albania after payment of the visa fee.
- The official website for applying for a Visa is: **www.e-visa.al**

### Application for resident permit

International students who are interested in continuing their studies at the Canadian Institute of Technology must obtain a Residence Permit.

The application is done online through the e-Albania platform, in the following link.



The necessary documents needed for a student visa are:

- Photocopy of valid travel document
- Photos taken in the last 6 months (47x36mm)
- Evidence of suitable accommodation in Albania, certificate/lease contract of the apartment in accordance with the standards of housing in Albania
- Acceptance document from the host institution
- Evidence of sufficient financial resources for living during the stay in Albania for the required period
- Evidence of language proficiency of the study program / certificate of admission to the preparatory language course
- Document for the payment of fees set by the host institution

*NOTE: Documents from the country of origin must have the apostille stamp or have been legalized from their diplomatic representatives in Albania, based on the agreement.*

### Brief steps:

#### Steps and Required Documents International Students

- Visit [www.cit.edu.al](http://www.cit.edu.al)
- Complete the Application form
- Contact the Admission Office to follow up with the process
- Upload scanned documents after equivalencing in the QSHA
- Visa Application
- Register at our secretary
- Resident application

### Falsified Admission Documents

In case of submitting forged documents, the student is subject to the measures provided by the Criminal Code and other laws and by-laws in force. In case of doubt about the authenticity of the information declared, the institution responsible for providing the educational service and/or CIT, initiates the data control procedure, eventually forwarding this data to the competent bodies.

### Signing the study contract

After finalizing your registration at the secretary's office, you have to sign the study contract which will clarify the following topics:

- Legal Framework
- Rights and Obligations of both parties;
- Study program
- Tuition fees
- Refund
- Installments
- payment method;
- Term of contract;
- Termination of contract

### Official CIT Student Status

Upon registration, you will be given your email account, with which you can also access to CIT UMS (system).

The first week is programmed as an orientation week, during which the students meet their professors.

The professors will explain the course syllabus, the methodology they will use during the academic year and the total number of credits required to pass in the next academic year.

## COST OF LIVING IN TIRANA

### Accommodation

Canadian Institute of Technology is located in one of the most important areas of Tirana within a walking distance from the main City Square and other cultural, recreational and historical places as well as governmental institutions. Such a location will come in handy while you are preparing yourself for an exciting career. Renting a house for students during their studies is very common in Tirana. In case you are thinking of renting one near CIT, here is a basic list of approximate cost of living expenses per month.

- Renting fees: 300 - 500 Euros
- Electricity bills: 50-100 Euros
- Water bills: 20 - 30 Euros
- Internet bills: 15 - 30 Euros

### Transportation

- Public transportation: One-way ticket fee is 40 cents. Monthly travel passes within Tirana costs 15 Euros. You can use it on all public transportation lines.
- Bicycle: Municipality of Tirana offers the possibility to rent bicycles by using a mobile application called Mobike. The Monthly fee is 15 Euro.
- Walking

### Entertainment Activities

Albania offers a dynamic Social Life. You can be part of one of the many activities organized during different seasons with affordable prices for students, starting from 15 Euro (daily trips) to 80 Euro (3-day trips).

Albania, thanks to its wonderful weather and amazing nature, is a country that offers many tourist and historical trips such as:

- Hiking
- Parachuting
- Diving
- Paintball
- Rafting
- Canoe
- Horse Riding
- Swimming



# *PART II*



## WHILE STUDYING AT CIT...

On these pages, you will find information and guidance on how to complete your studies. The information below is designed to help students to make the most of the support and resources available to you as you begin your studies at CIT or prepare for the end of your academic journey.

### Teaching methodologies

CIT guides the academic staff in the improvement of didactic competences, and in the use of diverse and flexible pedagogical methods, which are in accordance with the expected learning outcomes, formative objectives, etc.

*The content of the knowledge at CIT is focused on:*

- Core concepts, key terminology, review of classic authors – as appropriate and the nature of the course;
- Demonstrating the relative limitations of basic and advanced concepts;
- Addressing the current theoretical debate on alternative concepts and critical thinking towards basic concepts;
- Review of the main historical aspects of the discipline and new approaches;
- Examination of cases and laboratory practice;
- Presenting a contemporary theoretical and practical information in the context of the discipline, examined according to a defined problem/case;
- Analytical treatment of advanced topics and conceptual difficulties from a global perspective;
- Structure the lecture according to the contemporary theoretic flow of thought, but also considering alternative thoughts, alternative theories, methods, applications;
- Problems of today's empirical reality in our country and abroad;
- Application of the comparative method of theories related to management practice and administration of institutions or institutional interaction.

*Pedagogical method is focused on:*

- To organize the teaching process mainly based on lectures/seminars exercises/ laboratories;
- Substantial extent of learning outside the classroom independently through additional/supporting literature, or data for independent study and work;
- Laboratory tasks should be performed individually or in a team, inside or outside the institution;
- Team work where skills such as communication and creativity are developed;
- Foster debate among students on their study topics.

### Academic calendar

The academic year at CIT is divided into two semesters consisting of two periods each.

- There are fifteen weeks in each teaching semester.
- There are up to three (and sometimes only two) weeks at the end of each semester on which students present on specific days at CIT according to a timetable to give their exams.
- In both semesters, 7th and 8th week are designed for midterm exams.
- In the first semester from 24 December up to the first week of January students have a winter holiday.
- Centralized exams are organized not earlier than the 15th week of the semester.
- A makeup session of exams and diploma thesis defense is approved during September. In this session students can improve up to three exams. If they are not Failure for Non-Attendance, they have the right to make up their final grade and the midterm.

Timetables for this academic year are shown at **[cit.edu.al](http://cit.edu.al)** Student Life, Resources.

### Where to find your program regulation its courses and other details

Every program regulation is available on our website. Understanding the regulations will help you manage your studies and prepare for assessment.

Program Regulations are available at:

**[www.cit.edu.al/cit-documents-2](http://www.cit.edu.al/cit-documents-2)** - Faculty Regulation



The Program Regulations contain the rules that govern your program and your registration with us and will tell you about:

- purpose of the program
- assessment for the program
- prerequisites for modules/courses
- how your degree classification is calculated (the 'scheme of award')
- syllabuses and module/course outlines
- assessment criteria.

You will also find the General Regulations at the above link. These apply to all students. They provide information on:

- rules for taking assessments
- plagiarism rules
- assessment
- prior learning and credit transfer
- complaints and academic appeals.

The Program Specification contains key information about your program of study, and includes:

- the structure and content of your program
- learning outcomes
- learning, teaching and assessment strategies.

The Program Specification and Regulations are updated annually. Any significant changes that have been made are indicated at the beginning of the documents, and explain whether the changes will be introduced for all students on the program or whether they will only be introduced for new students. If there are lots of changes for new students only, we will usually introduce a 'revised' version of the Program Regulations.





# BACHELOR PROGRAMS



## **A bachelor degree**

A bachelor's degree program comprises a standard duration of study of 6 semesters. Upon successful completion of the studies a Bachelor degree will be awarded. A graduate with a bachelor's degree is qualified to study for a master's degree.

The study program and the educational plan are approved by the Academic Senate and published in the official web page of CIT.

At CIT:

- Disciplines are organized in subjects/courses.
- During the academic year, the organization of teaching activities extend to 2 (two) semesters of normal duration, each lasting 15 weeks.
- 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.
- The course programs show in a synthetic way the formation achieved through the course and relevant literature.
- The department organizes the tutorial activity and academic advising for students in accordance with the related regulations at the beginning of the academic year.
- The organizational chart for tutorial activities and academic advising is made public at the beginning of each academic year.
- 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.

## **The duration of studies**

- The normal period to complete the studies is 3 (three) years.
- The maximal period to complete the studies is 6 (six) years.
- If a student interrupts his/her studies for a period exceeding 3 (three) years, the Faculty has the right to assess the student's knowledge. For this purpose, a dedicated committee (Recognition Commission) is established to reevaluate the credits obtained by the student. This commission will be set up by a Deans Order.
- The student who does not pass any exam within 3 (three) consecutive academic years loses the right to continue his studies.

## Suspension and resumption of studies

Students' can request the suspension (freezing) of the studies for short periods of time. To suspend the studies the student must fill out the dedicated form, which can be found in the secretary's office or on the website in the following link:

**[www.cit.edu.al/student](http://www.cit.edu.al/student)**.

### Policy

- For the interruption of studies for short periods, the student must fill in the relevant form, found at the Faculty Secretary's Office or on the website, in which they explain the reasons and indicate the duration for which the interruption of studies is requested.
- After completing the form, the student submits it to the faculty secretary's office and awaits approval from the faculty's governing structures (Dean).
- Within 7 working days they will receive an official response for the request submitted by the Dean of the Faculty.
- Students, to whom the interruption of studies is approved for a specified period, will have no financial burden for the approved period.

### Important

- In all cases, the approval of the interruption of studies should not exceed 1 (one) semester, and only for special cases (medical reasons) it should exceed up to 2 (two) consecutive semesters.
- For students who discontinue their studies without receiving the faculty's approval, the contractual relationship will continue to apply and there will be no interruption of the financial obligation.

### Resumption of studies

For the resumption of studies for students who have interrupted them for reasons stated in the interruption request form, the student must complete the respective form available at the faculty secretary's office or on the website in the following link: **[www.cit.edu.al/student](http://www.cit.edu.al/student)**.

After completing the form, they submit it to the faculty secretary's office. Within 7 working days, they will receive an official response to their request from the Dean of the Faculty.

## Withdrawal from University

At the end of the semester or before the beginning of a new one, students can request a withdrawal from the University for reasons like studies abroad, financial difficulties, English Language difficulties, medical reasons etc.

The student must fill out the dedicated form and submit the request to the secretary. The form can be found in the secretary's office or on the website, in the following link: **[www.cit.edu.al/student](http://www.cit.edu.al/student)**.

The request for withdrawal is evaluated and in case of approval the Rector orders the student's deregistration from Canadian Institute of Technology.

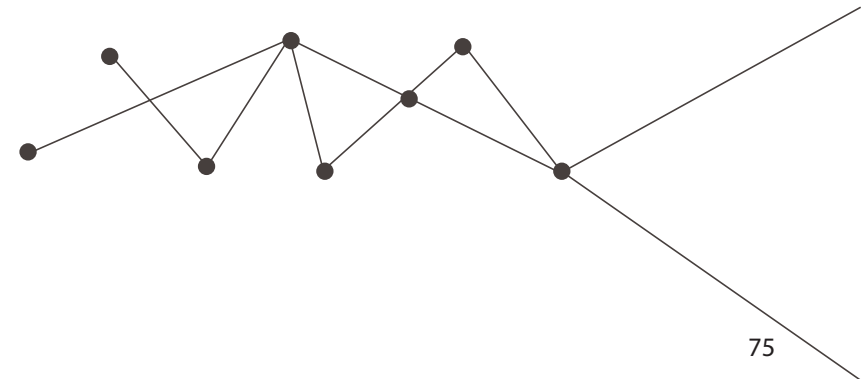
The Canadian Institute of Technology can initiate the procedure for the withdrawal from the University for Students in cases of cheating, plagiarism or other behaviors against the regulation and procedures of CIT.

## Credits (ECTS)

- Credits for each subject consider both the in-class workload and the individual work required from the student to fulfill all the obligations set forth in the course program.
- Students who follow a bachelor program must accumulate 180 ECTS.
- Simple disciplines have 6 credits. Diploma thesis and Internship has 6 credits.
- A credit is equivalent to 25 hours of student learning, including hours spent on knowledge dissemination in the classroom (lectures, seminars, exercises, labs, projects, assignments, and other formative activities within the discipline) as well as hours dedicated to independent learning outside the university.
- Credits for a discipline are earned only after the student's assessment with a passing grade.

## The student assessment (Grading Scheme)

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 5 (five) to 10 (ten), or from 1 (one) to 4 (four) and letters from D to A+ are passing.





Percent Grade CIT	Alpha Grade CIT	4 Point Scale Equivalent CIT	Grades from 0-10	CUD Equivalent Description
90-100	A+	4.0	10	Excellent
85-89	A	3.7	9	Very good
80-84	A-	3.5	8	Good
75-79	B+	3.3		
70-74	B	3.0		
65-69	B-	2.7	7	Satisfactory
60-64	C+	2.5		
55-59	C	2.0		
53-54	D+	1.5	5	Marginal
50-52	D	1.0		
0-49	F	0	4	Failure
	FNA	0	-	Failure for Non-Attendance
/	P	*		(Pass) Satisfactory achievement in a course where a percentage grade is inappropriate.
/	NGR	*		No grade required
/	GNR			Grade not reported
/	CIP	*		Course in progress
/	I	*		Incomplete grade
/	AEG	*		Aegrotat standing
/	TCR	*		The student has met the course requirements through equivalent courses taken at another accredited University.
/	SUB	*		Substitution of one required course by another
/	WP	*		Withdrawal with Academic Penalty
/	WNP	*		Withdraw without academic penalty
/	AUD			Audit status
	EXW	*		Exceptional Waiver

*Note: Students registered before academic year 2023-2024 continue to apply the old grading scheme.*

### Policy

- Passing mark in each course is 50 percent.
- Minimum CGPA of 2.00 is required in each academic year (Fall and Spring Semesters) for progression.
- CGPA not less than 2.00 is required for graduation.
- GPA and CGPA are computed for courses of the study plan of the program at CIT and at the same time even for courses that the student transfers from his university to CIT.
- When a course is repeated the highest grade of the two attempts is considered in the computation of GPA and CGPA, but both grades are shown.
- A student will receive an academic warning if his/her term/year GPA is less than 2.00

**Aegrotat Standing (AEG):** The Aegrotat Standing may be granted to a student whose performance, over a significant proportion of the course, was fully satisfactory but for verifiable medical reasons, the student was unable to complete the course. In case of illness, the student must provide the instructor with a medical certificate. If the submitted documentation justifies such consideration, the student will be granted AEG Standing. Courses for which Aegrotat Standing has been granted will not be included in the GPA calculation for the program. The Aegrotat Standing is granted by the Registrar to a student, based on the recommendation of the Dean or Head of the Department.

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

Students who failed to attend the Final Exam may be granted a grade of "Incomplete". Acceptable reasons for granting a grade of "Incomplete" are as follows:

- Illness supported by an acceptable and certified Medical Report;
- Death of an immediate family member supported by an appropriate Death Certificate;
- Being held in custody for questioning or for any other reason that is official and required by law.

The grade "I" is not intended to be a permanent grade. It is a temporary acknowledgment of a legitimate reason for not completing a course within the specified time frame.

Requests for a grading of "Incomplete" will only be considered from students who have paid all required fees at the time of their request. The request for an "Incomplete" grade should be made within three days from the moment it becomes necessary, otherwise the request will not be considered. No request will be entertained from students with more than 25% absenteeism.

**Withdrawn without Academic Penalties – WNP:** The grade "Withdrawn without penalties" (WNP) is used on the grade report in cases when the students withdraw from the course, with Faculty approval, to participate in Erasmus+ programs at partner universities for one or more semesters.

**Probationary status:** Students are expected to have a CGPA of at least 2.0 in each academic year and at the end of the study cycle in order to graduate. If the student doesn't achieve a CGPA of 2.0 he must meet with his Academic Counsellor or the Head of Department and establish a specific plan to raise his CGPA. The student with the advice of the Academic counselor or Head of Department decides what subjects should improve in order to raise his GPA above 2.0.

### Calculation of Grade Point Average and Cumulative Grade Point Average (GPA & CGPA)

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

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

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

$$\text{CGPA} = \frac{\sum_i \text{Grade}_i \times \text{Credits}_i}{\sum_i \text{Credits}_i}$$

### Examinations of 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.

### Grading System

The final grade is the resultant of the combination of the following elements:

- a) Active participation in the learning process (0-10%).
- b) Midterm Exam (20-30%);
- c) Assignment/s, quizzes, essays, individual/group project/s (20-30%);
- d) Final Exam (50%);

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

*Note: Course instructor has the academic freedom to adopt some of the elements mentioned above, but without changing the weight of the Grading System.*

### **Exams**

The Mid Term Exams and the Final Exams are completed at the time provided in the Academic Calendar of the Academic Year. As a rule, the Mid – Term Exam is held in the 7th or 8th week of the regular semester, while the final exams must be completed at the end of the semester.

#### *Policy*

- The exams are conducted with a secretion procedure, keeping the student's name on the exam sheet secret until the moment they are opened in the secretary's office, after the professor has corrected the exams.
- The evaluation of the student with his points is recorded in the exam sheet, which is signed by the professor who has compiled the exam and also on the summary format of student evaluation. The results of the exams are submitted within 2 weeks from the date of the exam. Within these two weeks, at the time designated for tutoring and/or academic counseling, the professor expects students to clarify any possible complaints or possible claims they may have regarding the assessment. After this period, the professor completes and submits the final report to the teaching secretary.
- The student earns the right to enter the final exam for a specific subject only if they have fulfilled all the participation requirements outlined in CIT's educational plan and have met the payment obligations as per the contract signed between the student and the University. Students who are eligible to take the exam are registered in the course Attendance Sheet.
- For the student who does not participate in the final exam of the course or who withdraws from the exam, the teaching secretary makes the note WNP "Withdrawn without academic penalty" in the final record of the course.
- For the student who loses the right to enter the final exam of a subject due to exceeding the number of absences, the teaching secretary makes the FNA note "Failing for non-attendance".

### **Make – Up Exams**

Make – Up Season is held in September of each academic year or with a prior decision of the Academic Senate during the year. Students have the right to take an unlimited number of exams in this season when they have been evaluated with a failing grade in the final exam evaluation.

#### *Policy*

- 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 (%).
- In addition to the September season, CIT also provides opportunities for special seasons, which are announced by the Academic Senate at the request of the Faculty. To take the exams in this season the students must be enrolled at least one week in advance at the Register Office. The organization of these seasons, the procedures and the specific dates of the exams are determined by a special order of the Rector.
- In case of retained exams, students are evaluated based on the subject program of the actual academic year.
- If a student has accumulated at least 30 credits after the September session of the first year, they are entitled to proceed to the next academic year and liquidate the failed exams in progress, while complying with the conditional obligations of the program.
- 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. Students must also pay the obligations of the respective academic year.
- 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.

### **Improvements policy**

- Students have the right to improve, each academic year 3 (three) grades in the make-up season.
- This right should be used within the academic year.
- 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.
- Students can improve any grade, except the internship and the thesis diploma, despite the academic year in which the evaluation is done.

### **Request for the Re-evaluation**

- If the student has a complaint about the points he has received in one of the evaluation components mentioned above, 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.
- 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 appeal revaluation 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.

### **Attendance**

Canadian Institute of Technology (CIT) is committed to provide students with educational and professional ethical spirit, critical thinking, analytical and problem-solving skills, creativity, innovation and leadership. To achieve this, we strongly believe that our students should be regularly present in class. For this reason, we have a compulsory policy for attending all classes.

- Bachelor study programs at CIT are full time.
- Course Attendance (lectures, seminars, lecture/seminar, seminar/labs, labs, exercises, internship) is required 75%.

### **Attendance and warnings**

Attending classes is compulsory in all courses. Students must attend at least 75% of the course. If a student exceeds the allowed number of absences he/she will receive the following warnings:

- Students are given or sent warning when their absences reach 15% of class time in a given course;
- Students are given or sent warning when their absences reach 20% of class time in a given course;
- Once a student is absent for 25% of class time for a course, he/she is barred from attending class sessions as well as the final exam. A grade of "FNA" (Fail for Non-Attendance) will be recorded for the course.

Should an acceptable explanation for a student's absenteeism be available, the Dean may consider the student's withdrawal from the particular courses. A withdrawal under these circumstances may only be considered with the consent of the Registrar.

### **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.

### **Grade Appeal policy**

- 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) he/she should discuss and try to resolve the matter with the subject professor.
- After having exhausted the clarification procedure with the subject lecturer (professor), the students can direct the complaint to the head of department with a written request, stating the reasons on which he bases the complaint.
- The complaint is submitted to the Registrar, who forwards the request to the Head of Department and to the Dean.
- After receiving the complaint, the Head of Department or Dean (when the professor is Head of the Department itself) establishes a committee to review the request and appeal revaluation.

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.

### **Bachelor graduate attributes**

#### *What are graduate attributes*

Graduate attributes are the high-level qualities, skills and understandings that a student should gain as a result of the learning and experiences they engage with, while at university.

This 'graduateness' is what sets them apart from those without a degree, and is the added value which graduates can enjoy and share with employers and the wider community.

They equip students and graduates for life long personal development, learning and to be successful in society.

#### *Do all graduates have these attributes?*

All our students are individuals with their own backgrounds and experiences. The University can offer the opportunities for students to develop these skills and qualities but it is up to our students to reflect on their own development needs and to engage with the opportunities that are appropriate for them.



### *Why are they important?*

Our graduates are finding their place in a world, which is complex and fast moving. They face the challenges and opportunities of a digital revolution, which will continue to change the way we work and value the critical thinking and interpersonal skills that graduates have to offer.

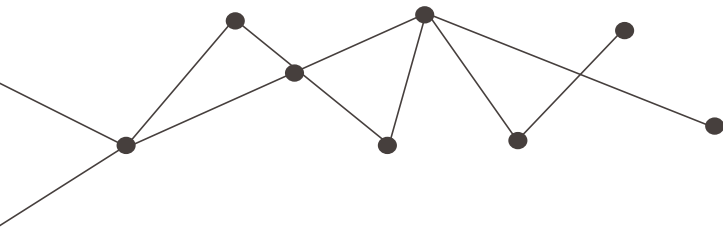
Students will be equipped to be active citizens both nationally and globally through gaining an understanding of diverse cultures and perspectives developed here at CIT. This will equip them to contribute to important contemporary challenges, such as helping to create sustainable solutions to the global environmental crisis.

Indeed, by achieving these graduate attributes, our students will have demonstrated the **UNESCO key competencies for sustainability**. They have the knowledge, skills and attributes to make their communities and the world a better place.

### *CIT Bachelor Graduate Attributes*

Every CIT graduate is unique and will have their own experiences, approach and voice, but through their degree and the opportunities at the University of CIT, graduates of the University will be:

- **subject specialists**, with in-depth knowledge, understanding, research and other skills associated with their discipline(s);
- **innovative and creative** in their approach to positive change;
- **socially intelligent** and proactively inclusive, able to effectively navigate complex relationships with others from any background or culture;
- **digitally literate** and
- **responsible** for their own behaviour, their future and their wellbeing.



# MASTER PROGRAMS



## **A master of science degree**

A Master of Science Degree is designed for students who want a career in research or analysis. The MSc. degree can also serve as a stepping stone for students wanting to continue their education with a PhD.

With a Master of Science, students can focus on a specialized field of study.

At CIT:

- Disciplines are organized in subjects or modules.
- During the academic year, the organization of teaching activities extend to 2 (two) semesters of normal duration, each lasting 15 weeks.
- 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.
- The course programs show in a synthetic way the formation achieved through the course and relevant literature.
- The department organize academic advising for students in accordance with the related regulations at the beginning of the academic year.
- The organizational chart for tutorial activities and academic advising is made public at the beginning of each academic year.
- Successful completion of the study program leads the student to the labour market or enables him to continue studies in the second cycle programs of study.

## **The duration of studies**

- The normal period to complete the studies is 2 (two) years;
- The maximal period to complete the studies is 4 (four) years.

## **Suspension and resumption of studies**

Students' can request the suspension (freezing) of the studies for short periods of time. To suspend the studies the student must fill out the dedicated form, which can be found in the secretary's office or on the website in the following link:

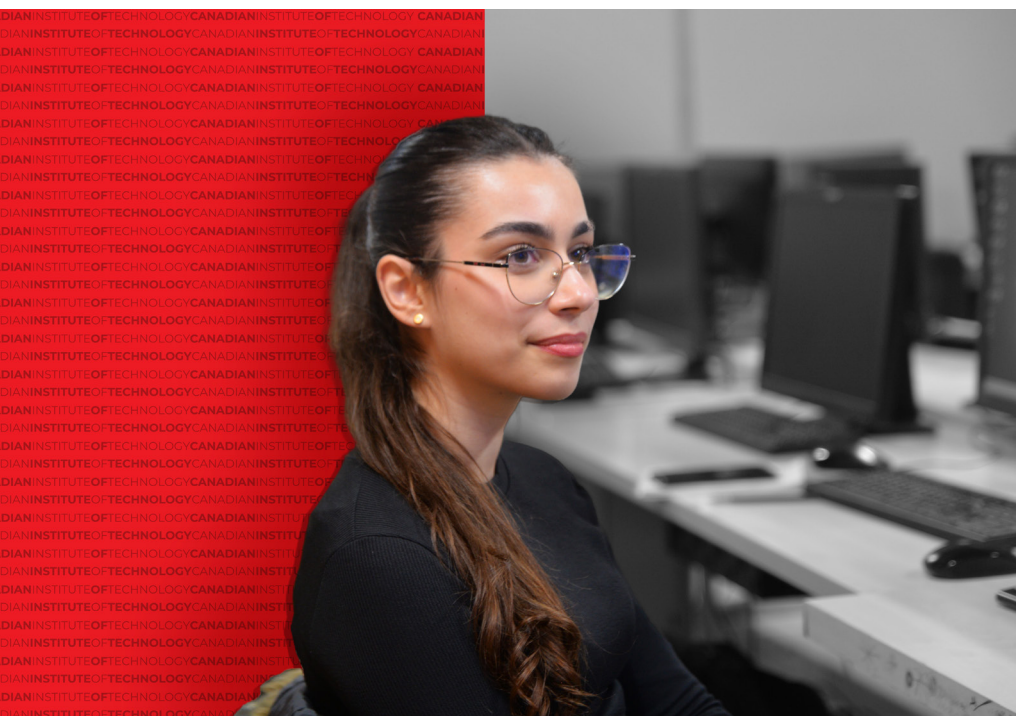
**[www.cit.edu.al/student](http://www.cit.edu.al/student)**.

### Policy

- For the interruption of studies for short periods, the student must fill in the relevant form, found at the Faculty Secretary's Office or on the website, in which they explain the reasons and indicate the duration for which the interruption of studies is requested.
- After completing the form, the student submits it to the faculty secretary's office and awaits approval from the faculty's governing structures (Dean).
- Within 7 working days they will receive an official response for the request submitted by the Dean of the Faculty.
- Students, to whom the interruption of studies is approved for a specified period, will have no financial burden for the approved period.

### Important

- In all cases, the approval of the interruption of studies should not exceed 1 (one) semester, and only for special cases (medical reasons) it should exceed up to 2 (two) consecutive semesters.
- For students who discontinue their studies without receiving the faculty's approval, the contractual relationship will continue to apply and there will be no interruption of the financial obligation.



### Resumption of studies

For the resumption of studies for students who have interrupted them for reasons stated in the interruption request form, the student must complete the respective form available at the faculty secretary's office or on the website in the following link: **[www.cit.edu.al/student](http://www.cit.edu.al/student)**.

After completing the form, they submit it to the faculty secretary's office. Within 7 working days, they will receive an official response to their request from the Dean of the Faculty.

### Withdrawal from University

At the end of the semester or before the beginning of a new one, students can request to withdraw from the University for reasons like studies abroad, financial difficulties, English Language difficulties, medical reason etc.

The student must fill out the dedicated form and submit the request to the secretary. The form can be found in the secretary's office or on the website, in the following link: **[www.cit.edu.al/student](http://www.cit.edu.al/student)**. The request for withdrawal is evaluated and in case of approval the Rector orders the student's deregistration from Canadian Institute of Technology.

- The Canadian Institute of Technology can initiate the procedure for the withdrawal from the University for Students in cases of cheating, plagiarism or other behaviors against the regulation and procedures of CIT.

### Credits (ECTS)

- Credits for each subject consider both the in-class workload and the individual work required from the student to fulfil all the obligations set forth in the course program.
- Student who follow a master program must accumulate 120 ECTS.
- Simple disciplines have 6 credits. The diploma thesis has 18 credits and the internship has 12 ECTS.
- A credit is equivalent to 25 hours of student learning, including hours spent on knowledge dissemination in the classroom (lectures, seminars, exercises, labs, projects, assignments, and other formative activities within the discipline) as well as hours dedicated to independent learning outside the university.
- Credits for a discipline are earned only after the student's assessment with a passing grade.

### The student assessment (Grading Scheme)

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 C to A+ are passing.

Percent Grade CIT	Alpha Grade CIT	4 Point Scale Equivalent CIT	Grades from 0-10	CUD Equivalent Description
90-100	A+	4.0	10	Excellent
85-89	A	3.7	9	Very good
80-84	A-	3.5	8	Good
75-79	B+	3.3		
70-74	B	3.0	7	
65-69	B-	2.7		
60-64	C+	2.5	6	Satisfactory
55-59	C	2.0		
53-54	D+	1.5	5	Failure
50-52	D	1.0		
0-49	F	0	4	
	FNA	0	0	Failure for Non-Attendance
/	P	*		(Pass) Satisfactory achievement in a course where a percentage grade is inappropriate.
/	NGR	*		No grade required
/	GNR			Grade not reported
/	CIP	*		Course in progress
/	I	*		Incomplete grade
/	AEG	*		Aegrotat standing
/	TCR	*		The student has met the course requirements through equivalent courses taken at another accredited University.
/	SUB	*		Substitution of one required course by another
/	WP	*		Withdrawal with Academic Penalty
/	WNP	*		Withdraw without academic penalty
/	AUD			Audit status
	EXW	*		Exceptional Waiver

*Note: Students registered before academic year 2023-2024 continue to apply the old grading scheme.*



### Policy

- Passing mark in each course is 55 percent.

• *Aegrotat Standing (AEG)*: The Aegrotat Standing may be granted to a student whose performance, over a significant proportion of the course, was fully satisfactory but for verifiable medical reasons, the student was unable to complete the course. In case of illness, the student must provide the instructor with a medical certificate. If the submitted documentation justifies such consideration, the student will be granted AEG Standing. Courses for which Aegrotat Standing has been granted will not be included in the GPA calculation for the program. The Aegrotat Standing is granted by the Registrar to a student, based on the recommendation of the Dean or Head of the Department.

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

• Student who failed to attend the Final Exam may be granted a grade of "Incomplete". Acceptable reasons for granting a grade of "Incomplete" are as follows:

- Illness supported by an acceptable and certified Medical Report;
- Death of an immediate family member supported by an appropriate Death Certificate;
- Being held in custody for questioning or for any other reason that is official and required by law.

• The grade "I" is not intended to be a permanent grade. It is temporary acknowledgment of a legitimate reason for not completing a course within the specified time frame. Request for a grading of "Incomplete" will only be considered from student who have paid all required fees at the time of their request. The request for an "Incomplete" grade should be made within three days from the moment it becomes necessary, otherwise the request will not be considered. No request will be entertained from students with more than 25% absenteeism.

• *Withdrawn without Academic Penalties – WNP*: The grade "Withdrawn without penalties" (WNP) is used on the grade report in cases when the students withdraw from the course, with Faculty approval, to participate in Erasmus+ programs at partner universities for one or more semesters.

### Examinations of 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.

### Grading System

The final grade is the resultant of the combination of the following elements:

- e) Active participation in the learning process (0-10%).
- f) Midterm Exam (20-30%);
- g) Assignment/s, quizzes, essays, individual/group project/s (20-30%);
- h) Final Exam (50%);

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

Note: Course instructor has the academic freedom to adopt some of the elements mentioned above, but without changing the weight of the Grading System.

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The Mid Term Exams and the Final Exams are completed at the time provided in the Academic Calendar of the Academic Year. As a rule, the Mid-Term Exam is held in the 7th or 8th week of the regular semester, while the final exams must be completed at the end of the semester.

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### **Grade Appeal policy**

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- After having exhausted the clarification procedure with the subject lecturer (professor), the students can direct the complaint to the head of department with a written request, stating the reasons on which he bases the complaint.
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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.

### **Graduate Attributes for Economy and Engineering master students**

The University defines the philosophy underpinning its teaching programs through the graduate attributes. These describe the qualities, knowledge and capabilities that students are encouraged to take responsibility for developing throughout their studies at the University.

The graduate attributes are not a list of skills to be mastered; rather, they encapsulate for both students and the wider community the defining characteristics of a student's university degree program(s), and describe a set of characteristics that are designed to be transferable beyond the particular disciplinary context in which they have been developed.

While graduate attributes are fostered in the context of the curriculum, they are also developed within the total university experience as they encourage students to reflect on the broader purpose of their university education.

*Most common Graduate Attributes for Master of Science students in the Faculty of Economy*

**Statistical skills:** Demonstrate competence in university level mathematics, probability and statistics appropriate to the program.

**Managerial Skills:** Ability to make business decisions and lead subordinates within a company. It includes:

- 1) human skills - the ability to interact and motivate;
- 2) technical skills – the knowledge and proficiency in the trade; and
- 3) conceptual skills - the ability to understand concepts, develop ideas and implement strategies.

### **Strategic planning skills:**

An ability to

- 1) Prioritize the issues and opportunities to be addressed by the strategy;
- 2) Determine responses to challenges and opportunities.
- 3) Identify action criteria for strategic goals and objectives;
- 4) Determine authority for carrying out the defined objectives;
- 5) Identify a system for monitoring the plan.

**Individual and teamwork:** An ability to work effectively as a member and leader in teams, preferably in a multi-disciplinary setting.

**Communication skills:** An ability to communicate complex business-related concepts within the profession and with society at large. Such ability includes reading, writing, speaking and listening, and the ability to comprehend and write effective reports and design documents, and to give and effectively respond to clear instructions.

**Professionalism:** An understanding of the roles and responsibilities of the manager in society, especially the primary role of protection of the public and the public interest.

**Ethics and equity:** An ability to apply professional ethics, accountability, and equity.

**Life-long learning:** An ability to identify and to address their own educational needs in a changing world in ways sufficient to maintain their competence and to allow them to contribute to the advancement of knowledge.

*Most common Graduate Attributes (Program outcomes) for Master of Science students in the Faculty of Engineering*

**Basic Knowledge for engineering:** Demonstrate competence in university level mathematics, natural sciences, engineering fundamentals, and specialized engineering knowledge appropriate to the program.

**Problem analysis:** An ability to use appropriate knowledge and skills to identify, formulate, analyze, and solve complex engineering problems in order to reach substantiated conclusions

**Investigation:** An ability to conduct investigations of complex problems by methods that include appropriate experiments, analysis and interpretation of data and synthesis of information in order to reach valid conclusions.

**Design:** An ability to design solutions for complex, open-ended engineering problems and to design systems, components or processes that meet specified needs with appropriate attention to health and safety risks, applicable standards, and economic, environmental, cultural and societal considerations.

**Use of engineering tools:** An ability to create, select, apply, adapt, and extend appropriate techniques, resources, and modern engineering tools to a range of engineering activities, from simple to complex, with an understanding of the associated limitations.

Impact of engineering on society and the environment: An ability to analyze social and environmental aspects of engineering activities. Such ability includes an understanding of the interactions that engineering has with the economic, social, health, safety, legal, and cultural aspects of society, the uncertainties in the prediction of such interactions; and the concepts of sustainable design and development and environmental stewardship.

**Strategic planning skills:** An ability to

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## FIVE ADVICES BEFORE YOU FINISH YOUR STUDIES

*Your final year of university can seem a scary year, full of exams, dissertations and preparing to leave the sheltered bubble of university life.*

*However, it can be one of the best years, and a chance to apply all you've learnt in your previous years and work on a project of your choice!*

*We've put together some top tips for surviving your final year of university, from how to manage your dissertation, top exam tips, to making sure you're looking after yourself!*

### 1. Take care of yourself and look after your mental health

Your final year of university can be exciting, but it can also be a stressful period, managing deadlines, applying to jobs and managing the finances of university. So, it's important to make sure you're looking after yourself.

Some great ways to make some time for yourself are to spend time with friends (even if it's just a facetime!) take daily walks and keep up with your societies.

### 2. Organise your time efficiently

Creating a weekly and monthly timetable is a great way to stay organised during your final year of university.

Allowing you to easily arrange your extra-curricular activities, other social events and easily see when any essays are due and other key exam dates.

Have a set duration of time allocated to each task. This allows you to divide your time for different subjects adequately. (Don't forget to include self-care days/ hours in this timetable).

Another top time management tip during your final year of university is to start projects and essays early. Your final year of university will fly by, so it's important you are beginning your work early and getting started, so you're not left behind and constantly feeling like you need to catch up.



### 3. Dissertation writing tips

For many degree subjects, writing a dissertation is a massive part of the final year at university. Whilst it can seem an enormous task, writing a dissertation is a chance for you to investigate a subject you are personally interested in, and produce a project you are particularly proud of.

Here's a few dissertation tips:

- Pick a theme that interests you

A top writing dissertation tip is to choose a theme that you have an interest in. This could be a subject you are interested in career wise, hobbies or a particular module you've enjoyed on your course.

Picking a theme that is currently trending or trended may also be beneficial, especially if it is something that is commonly discussed.

Once you do, approach it from a different angle, this allows you to carry out your own unique research.

Previously researched topics can be useful for creating an outline or guide as to how you can conduct your own research, especially for the methodology, but do not copy a study.

- Consult with your supervisor

Speak to your supervisor in your allocated sessions and make sure you attend all of them.

Have them review your question, the hypotheses and methodology chosen. Complete all drafts you are requested to do; take on any given advice and keep note of their email so you can contact your supervisor outside seminar hours.

- Start your research as soon as you can

Getting your question approved earlier allows you to start collecting data and composing the other aspects of your dissertation quicker.

The earlier you start your research the quicker you can get everything approved. You don't want to leave anything till the last minute; the methodology can take a bit of time to collate the data. So, meet the deadlines and get started as soon as you can – use every given bit of time you have!

#### 4. Organise your workspace

It's important more than ever to make sure you have a work environment where you can properly concentrate and work best. A chaotic room, office or desk space can lead to a chaotic mind, making it harder to complete tasks.

Here's a few tips on how to create the best working environment:

- Create a balance of work environments if possible

If your university has its libraries open, it could be beneficial to study from there. This will allow you to create separate working environments for studying and relaxing and add structure to your studying day. If possible, try to study in an environment that isn't your bedroom, as this will allow you to switch off better and concentrate better.

- Ask others to be respectful

If you're in shared accommodation, it's a good idea to remind your friends and flatmates to be respectful and considerate during the day when you are trying to study. It may be a good idea to set times with each other for when you all would like to work and have quiet time.

This will allow you to all work in a calming environment, and to also recognise when to stop working and relax in the evening with your flat/house mates.

#### 5. Final year exam tips

Final year exams are an important part of helping you achieve your desired overall grade. Here are some good final year exam tips to help ensure you achieve the grade you want:

- Start early

As with your dissertation, the earlier you start to plan, prepare and get revising, the better! If you have a lot of exams, it's important to prioritise the ones you have first and make a solid revision plan so you're not neglecting any modules.

It's also a good idea to highlight which exams you feel the least confident on, and spend the most time on these. There's no point spending hours revising a topic you feel confident on.

- Condense your notes

Brief and concise notes are the best to revise from. Copy and pasting paragraphs and novels from study guides are time consuming and make it harder to retain the information. Break down your revision notes: to bullet points; trigger words and phrases that link to the main topic.

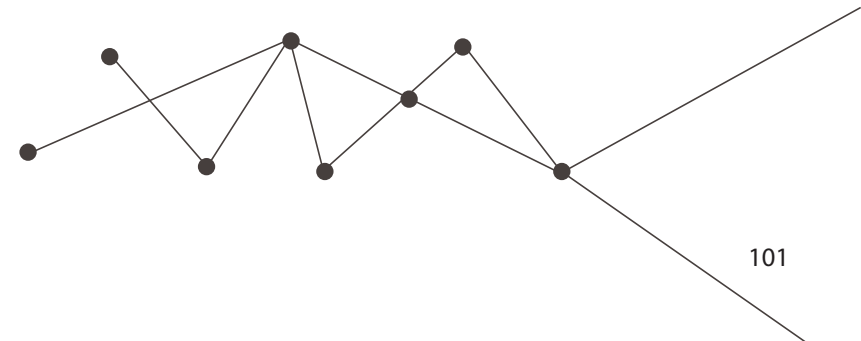
- Tailor your revision

Tailor your revision notes to how you study best. For creative and visual learners: spider diagrams; mood boards, poems, and illustrations, may be more useful for revision than just words on a paper.

Ensure the link is direct and brings all the ideas and concepts together.

Your final year of university can be stressful and hectic at times, but it's also one of the best years of university, so remember to take care of yourself, organise your time and have a productive work space.

Work hard, but also allow yourself to have fun and take in your last year of university fully!



Examinations are a crucial component of the academic experience at CIT serving as a means to assess students' understanding of the material, critical thinking skills, and ability to apply what they have learned.

To maintain the integrity of the evaluation process and to provide a consistent framework for all students and faculty, these exam policies have been established.

These policies provide comprehensive guidelines for the organization of the final exams at the Canadian Institute of Technology.

At CIT all courses include appropriate procedures for evaluating student performance. The final grade is the result of the combination of the following elements:

- o active participation in the learning process
- o midterm exam,
- o assignments (quizzes, essays, individual/group projects), and
- o final exam.

### Exam schedule

- Final and midterm exams must be given during the exam period approved in the Academic Calendar at the beginning of each academic year.
- The final exams must be given at the date, time and location specified on the Registrar's final exam schedule.
- Faculties, Head of Department or Registrar notify students about the exam's schedule.

### Duration of exam

Time available for the development of midterm exam is no more than 60 minutes, while the final test, Re-examination and improvement last up to 120 minutes. In any case instructors may adjust the time (if it is more than 60 minutes) needed for students by informing the Registrar and students before they enter in the exam class.

### Exam sheets

The exam sheet is prepared by the head of the course and submitted at least two weeks prior to the exam to be accepted by the Head of Department and approved by the Dean.

- In the case where the number of students in the exam room exceeds 50% of its capacity, the lecturer must use two exam sheets;
- The lecturer is responsible for withdrawing the exam sheets and their pre-approved copies prior to the test. The faculty secretaries are responsible for making the necessary copies of the exam sheet.
- The number of copies required should be based on the total number of students expected to take the exam, with an additional 5% for contingency.
- The exam sheets are stamped by the respective secretaries.
- During the exam, each exam paper will be secreted by the faculty secretary, with the student's name on the exam sheet remaining a secret until they are opened in the secretary's office after the professor has completed the grading.
- The use of the same exam sheet is not allowed for groups taking the exam at different times, and repetition of the same exam format within the same academic year is also prohibited (including re-examination season). The Head of the Department ensures the implementation of this rule.
- Students have the right to consult the exam of previous seasons.

### Entrance into the exam

- Students are required to have an identity document with them when they enter the exam.
- Students enter the exam room under the supervision of the course (program) lecturer or the assigned lecture to ensure the smooth conduct of the exam.
- They are seated in alphabetical order according to the class register.
- Students must leave at a specific location (ex. the first banks) bags, books, lectures and any other teaching material and information related directly or indirectly to the subject of the test.
- Except for the course lecturer, the secretary responsible for certifying the exam sheets, and the supervisors appointed by the department, no other individuals are permitted to enter the exam room.
- Students are expected to dress in an appropriate manner that respects the importance of the exam.

### Attendance

- Students must ensure they are available on all days of the exams period (set in the Academic Calendar).
- For the student who does not participate in the final exam of the course or who withdraws from the exam, the teaching secretary makes the note WNP "Withdrawn without academic penalty" in the final record of the course.

## Rules during the exam

- The lecturer is required to inform students about the rules of behaviour and communication during the exam before delivering the exam sheets. The rules are specified in "Student Code of Conduct".
- During the examination student must not leave the examination venue until 30 minutes after the examination commences, and during the last 10 minutes of the examination, unless there are exceptional circumstances, such as illness.
- Breaks during the exam are not permitted, unless there are exceptional circumstances, such as illness.
- Mobile phones must be turned off and are not allowed to be used for any purpose. Students found in violation of this rule by keeping a functioning mobile phone will be considered in breach of the rules and face penalties, which include invalidating the exam for the student in question and assigning a grade of 'F' (failure); for their assessment.
- Students who are required to carry firearms as part of their duty are not permitted to bring them into the exam room.

### *Cheating Policy*

- Cheating includes but is not limited to:
  - copying from others' work;
  - giving unauthorized assistance;
  - the use of devices or procedures for the purpose of achieving false scores on examinations.
- If the student is caught in any act of cheating, the supervisor of the exam hall will order him/her to leave the hall and confiscate all the articles used in the cheating.
- A comprehensive report with all the proofs and the testimonies to the incident will be submitted to the Dean to carry out the necessary investigation.
- The Dean assigns a committee to investigate the incident involving all the parties involved. A recommendation in terms of penalties is submitted to the Dean who makes a final decision regarding the investigation.
- The disciplinary penalties that may be handed down are as follows:
  - The student fails in the course
  - Prohibit the student from attending study from one semester or more
  - Dismiss from the University
  - Cancel the decision of awarding a University Degree if forgery was found in obtaining such degree
  - All the decision issued in the respect to the disciplinary penalties are kept in the students file, except the oral call/s to attention.

## Results

- The results of the exams are submitted within two weeks from the date of the exam.
- The student's evaluation, along with their points, is recorded on the exam sheet. This information is signed by the lecture of the course. Then exam sheets with the evaluation and points are submitted to the teaching secretary.
- The faculty secretary opens the exam sheets and records the results of each student.
- The academic staff upload the evaluation for each student in the UMS system.
- If a student has a complaint about their evaluation and the points they have received, they should discuss and attempt to resolve the matter with the course instructor. If the issue remains unresolved, the student has the right to file a formal complaint.

### *Grade Appeal policy*

- After having exhausted the clarification procedure with the course instructor, the students can direct the complaint to the head of department with a written request, stating the reasons on which he bases the complaint.
- The complaint is submitted to the Registrar, who forwards the request to the Head of Department and to the Dean.
- After receiving the complaint, the Head of Department or Dean (when the professor is Head of the Department itself) establishes a committee to review the request and appealed revaluation component.
- The committee decision, taken by a majority of members, is final and can be the same, higher or lower than the initial estimate appealed.





Canadian Institute of Technology is committed to providing a high-quality student experience.

However, it is recognized that students will sometimes become dissatisfied with a service we have provided or failed to provide. We know that there may be disagreements regarding decisions, the outcome of a refund request or how certain regulations have been applied. There may also be occasions where students have grounds to appeal their grades. The reviewing of students complains and grievance is based on the principals of transparency, confidentiality and fairness.

When a student makes a complaint he/she has the right to receive a response within a reasonable time. When a student wishes to complain or lodge a grievance about any matter, he/she has the right to be advised by the Students Affairs Office or Registrar about to the procedures to follow.

The procedures for students' complaints and academic appeal gives more detail on how CIT considers complaints and academic appeals, from early consideration through to formal resolution and review, and information on how to submit each of four stages:

**Stage one:** Submission of Students Complaints Form ([www.cit.edu.al/wp-content/uploads/2022/10/Students-Complaints-Form-updated.docx.pdf](http://www.cit.edu.al/wp-content/uploads/2022/10/Students-Complaints-Form-updated.docx.pdf))



**Stage two:** Formal Investigation

**Stage three:** Decision of the Institution

**Stage four:** Students Complaints Feed Back ([www.cit.edu.al/wp-content/uploads/2022/10/Students-Complaints-Feed-Back.pdf](http://www.cit.edu.al/wp-content/uploads/2022/10/Students-Complaints-Feed-Back.pdf))



## Transparency

Throughout CIT the process to ensure that student complaints and grievances, should be consistently and prompt fair and transparent.

## General Guidelines

- The procedures used to review and resolve complaints or grievances are fair and must be seen to thoroughly.
- Confidentiality shall be respected for all parties, unless the use of the information is authorized by law.
- That staff involved in resolving complaints or grievances shall act fairly at all times and ensure that conclusions shall be based on a fair hearing of each point of view.
- There shall be no reprisals or any disadvantages arising as a result of a student making a complaint or grievance in good faith.
- That complaints or grievances shall be promptly with achievable deadlines specified for each stage in the resolution process.
- Any student who makes a complaint or grievance and any staff member or student on whom the complaint or grievance has a direct impact, is regularly informed of the progress of the matter.
- Where the complainant is not satisfied with the outcome proposed by the decision maker, the student is entitled to seek a review, either on procedural or substantive grounds, from a higher internal body or an appropriate external agency.

## Academic grievance

Complaints and appeals against academic decisions are every student's right. They include but are not limited to:

- Academic progress decisions;
- Assessment matters;
- The decision of a member of academic staff affecting an individual or groups of students;
- Selection or admission decisions;
- The content or structure of academic programs, nature of teaching, or assessment;
- Issues related to authorship and intellectual property.

## Administrative grievance

Complaints or appeals against administrative decisions are every student's rights. They include but are not limited to:

- Administration of policies, procedures and rules by the administration, student support groups, faculty members and departments.
- Decision of an administrative staff member that affects an individual or groups of students.
- Access to University resources and facilities.

Every effort shall be made by the student and the members involved to settle their differences amicably and informally to redress grievance. If the student feels it's necessary the line manager of the university member involved may participate in this informal effort to resolve the grievance.

In case of concerns regarding a committee decision, they should normally be raised with the committee chair.

## Grounds

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

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

## Informal approaches to handling and resolving complaints and grievances

- If the student wants to complain or lodge a grievance about any matter, he/she has the right to be advised by the Students Affairs Office or Registrar concerning the procedures to follow.
- When a student complains about any matter, he/she should first discuss the matter with the person concerned.
- If the student has concerns about raising the matter with this person, then he/she should discuss it with the line manager of this person.
- Concerns about a decision of a committee should ordinarily be raised with the Chair of the committee.

• CIT expects that in most cases the discussion of the concern or complaint with the relevant staff member will result in a prompt resolution of the matter which both parties will find acceptable.

• If this informal approach to dealing with the student's concerns does not lead to an acceptable resolution then the student should pursue the more formal process for resolution of the matter as set out below.

## Formal resolution of grievances

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

If the student is not satisfied:

- Fourth step: The student may lodge an appeal within 15 working days. The appeal should be addressed to the relevant vice-rector. The student may ask to be heard.
- Fifth step: The vice-rector should acknowledge the reception of the appeal within 5 working days.
- Sixth step: The vice-rector or the ad hoc committee allows the student to be heard if he/she wishes so. The hearing should be within 15 days from the acknowledged reception.
- Seventh step: The appeal decision is notified by the vice-rector within 20 days from the acknowledged reception.

The decision notified by the vice-rector is final.



**What is an Internship?**

An internship serves as a position to help you get valuable. Often acts as a pathway into a specific industry or career trajectory. Companies may hire graduates or final-year students for a predetermined period. While compensation for this opportunity may or may not be provided, the primary aim is for interns to gain experience. Students typically apply for internship opportunities during their undergraduate or graduate studies. Students may work in this role part-time or full-time for one or more months. It is common for students to undertake an internship during a semester or quarter while their classes may continue simultaneously.

There are many benefits of an internship, including helping you to gain valuable work experience and fulfil college requirements. Some internships also allow students to receive credits for their courses upon completion. Internships can introduce you to the various elements of full-time employment, help you explore your unique interests and determine your career goals. It may even give you relevant experiences that you can add to your resume.

**Why Are Internships Important?**

There is no simple answer to this question, as the reasons for pursuing (or offering) an internship vary dramatically from one person to the next. From the student's perspective, internships capture an intangible aspect of higher learning that is often lacking in classrooms and textbooks: the value of real-world experience. While this can be conveyed, to some extent, with class projects, case studies, and clinical observation, nothing quite compares to the experience of being immersed in a fast-paced work environment.

For employers, internships provide a powerful recruitment opportunity. Through these programs, organisations can capture fresh talent and shape a new generation of hardworking employees. The risk of taking on an intern is minimal, as employers only commit to working with interns for a few short months. If they are pleased with the intern's performance, employers can make a greater commitment while streamlining the recruitment, hiring, and onboarding processes.

**What Are the Benefits of Internships for Students?**

It is common to wonder about the benefits of internships for students. Especially if it is worth it, taking the time out of an all-consuming degree programme to pursue an internship, here are the top 10 benefits of internships for students to help you make this decision faster:

**1. Explore a whole new world**

Look for an internship or job that fits your skill level and offers you opportunities to grow, and explore the importance of internships for students - this is usually the first step to getting an internship. As you work through this skill development period, you can make connections and create experiences that could pay off in the long run. Internships can also help with making lifelong friends or learning techniques you'd never find elsewhere! Exploring and getting new experiences is also one of the many advantages of internships for students. So, don't be afraid to hone those skill sets with practice and dedication.

**2. Help you choose the right career**

You'll find many benefits and advantages of internships for students, and this is one of them. For instance, they are often used as a launching pad for gaining experience and skills. They can also help you determine what work isn't right for you. Whether it's the atmosphere in the office, the expectation of your role, or even a particular company culture that doesn't align with your values – exploring an internship is an opportunity to learn more about yourself and why certain environments might not be suitable for your chosen career path.

**3. Explore your career path**

One of the reasons why internships are highly valued is because they allow you to delve into your potential and career aspirations. Engaging in internship research gives you the chance to discover which job suits you best and also provides industry experience. As you gain knowledge about your chosen career it brings clarity. Helps you define your goals. This is why internships are considered one of the best opportunities, for students.

**4. Boost your self-assurance**

Another advantage of internships for students is that they contribute to building confidence. The transition period between college and full-time employment can be filled with emotions, such as excitement, anxiety, hope and ambition. One effective way to navigate this transition while gaining experience in your desired field is, through participating in an internship program designed for students. By engaging in an internship, you have the opportunity to apply the skills and knowledge you have acquired within a real-world context thereby reducing some of the pressure associated with finding a job. These factors significantly elevate the importance and benefits of internships for students.

## 5. Expand your network

You may have wondered why internships hold significance among your peers. This can be attributed to the advantages that these opportunities offer to students. Networking with professionals, in your industry is an opportunity to connect and establish relationships. By building connections with experts, in your chosen field you can gain advice and guidance as you embark on your journey. Plus, setting yourself up with a strong network of contacts gives that extra edge to open more doors and opportunities in your field. Networking is one of the best advantages of internships for students which help you gather many experiences. Hope your doubts about the importance of internships for students are clear!

## 6. Gain experience in your field of interest

You will value the importance of an internship more visible once you can gain relevant work experience before starting a job. Whether you are taking an offline or online internship, the benefits of internships for students are abundant. Taking on an internship or work experience opportunity while studying can provide a deeper understanding of the industry and open up possibilities for future roles. You could craft your own practice, gain insight into different work cultures or even contribute to a memorable project. Making work experience work for you should always be one of your career goals! This is also an internship advantage for students.

## 7. Discover new interests

In addition to this, we give such importance to internships because you can discover new talents and interests during an internship, receive feedback from experienced professionals, a network for future opportunities, and even improve your career outcomes. It's definitely worth looking into the importance and advantages of internships for students if you are looking for a solid way to learn more about yourself and the type of career that might suit you best.

## 8. Learn new skills

Your professors and mentors may have stressed the importance of internships for students, particularly because of the many benefits they provide. For instance, you will definitely learn a lot of skills while on the job. Learning skill sets can be a powerful way to further our careers or increase the amazing array of abilities we already possess. Taking on a task that may seem difficult might be the perfect opportunity to develop ourselves professionally and create a skill set that stands out. Learning new skills is also one of the many advantages of internships for students.

## 9. Gain an edge when applying for jobs

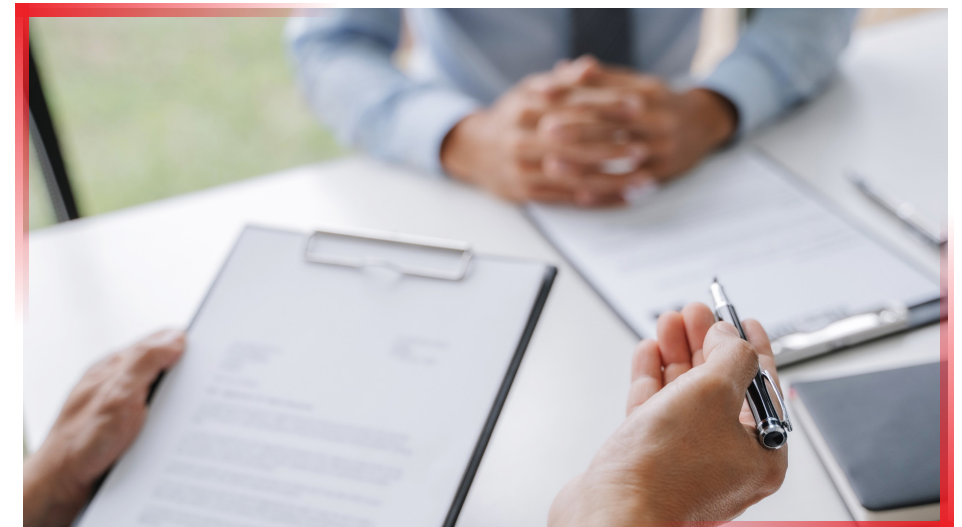
Internships, such, as the ones provided by CIT Offices highlight the significance and advantages of internships for students. They present a chance to acquire experience and cultivate skills that can give you an edge in the job market. Not do internships enhance your resume. They also equip you with industry specific knowledge, as well as leadership and teamwork abilities that employers highly value – all of which underscore the importance of internships for students.

## 10. Strengthen your resume

One of the perks of internships for students is the ability to incorporate valuable experiences gained during the internship. Not only can you list your internship responsibilities and projects under your work experience section on your resume. It also allows you to better define your career goals. In some cases, you might even earn credit for interning, which can help ensure graduation (or potentially graduating ahead of schedule!).

Internships bring forth advantages, for students. They provide real world exposure while enabling individuals to develop skills and forge professional connections.

Internships play a role, in helping students discover career options and make well informed choices about their future. In general internships are a part of an education and have significant advantages for students, in terms of academic growth and professional development.





Professional internship is a compulsory subject for Bachelor and Master programs. The student cannot graduate without completing the internship.

Internship is a course designed to provide students with opportunities to gain work experience in real world situations, to practice critical thinking, to solve real problems, to develop design and innovation skills.

*Internship goals are:*

- a. Enable the student to see implemented in practice the theoretical knowledge that has taken the auditorium. For this purpose, it is necessary that the institution or the position where students make internships, to be as close and connected to their program of study.
- b. To promote the student to develop skills in his work environment and to give him the possibility preparing for the market, to interact with professionals, helping in job positions.
- c. To see the internship as good possibility to gain experience and to be more oriented in the market.
- d. To create facilities in the market and gain experience through internship.

As a Higher Educational Institution, CIT has agreements with the best and biggest, public and private institutions and companies in Albania in order to offer students a large internship and job opportunities.

The organization and the evaluation of internship is a responsibility of the following structures:

1. The Department, which:
  - Designs the internship development program and the schedule of the sessions;
  - Selects the instructors/academic supervisors who will guide and monitor closely the students during the internship process;
  - Selects and contacts in collaboration with Students' Affairs and Career Office the institutions where internship team visits will take place;
  - Oversees and monitors the sessions by assigning an instructor/academic supervisor responsible for each program of study;
  - Oversees and monitors students' internship visits;
  - Distributes and collects the documents related to professional internship for each student;
  - Proposes the composition of the Internship Evaluation Panel, which makes the final evaluation with grades and points with regard to students' achievements during the internship period.

2. Students' Affairs and Career Office, by providing due information, assistance, and opportunities to students regarding the professional internship and/or practice at partner institutions and beyond.

3. The Rector Office/Deans is/are responsible for signing the agreements with public and private institutions and companies

### Hours Required

The minimum requirement of hours worked during the internship is 120 hrs. for undergraduate students and 300 hrs. for graduate students.

### *Attendance Policy for Internship*

- Attendance of internship sessions is mandatory at the rate of 75%.
- Students are required to make up any missed hours or days during their internships.
- It is the student's responsibility to contact the site supervisor and head of department if they are absent and to arrange make-up time.
- Students are not allowed to miss more than four consecutive days during their internship period.
- In case of such an occurrence, the student is evaluated with "FNA" (Failure for Nonattendance) by the academic supervisor.

### *Evaluation Policy of the Internship*

- The internship evaluation is done by a panel established by the Faculty.
- The panel is comprised of the academic supervisor, head of the department, and one or two other instructors from the department.
- The evaluation of the internship is done in accordance with the evaluation table/ components of the two cycles of studies.
- The Evaluation forms to be completed by the academic supervisor and the student are available in the Internship Handbook in the following link

**[www.cit.edu.al/student](http://www.cit.edu.al/student)**

### *About Internship*

- Internship is organized, supervised from the Dean Of faculty, Head Of Department in cooperation with the Third Unit CIRD.
- Like a forming and educational activity, it is obligated and a necessary condition to finish to graduate. Student who don't finish the internship can not defend the diploma thesis.
- Student who does not realize the internship in the assigned time frame, he will have the possibility to do it versus a twice of the normal fee or in the next academic year paying the normal fee.

CIT offers 14 degree-granting programs, which includes 6 at the master's level and 8 at undergraduate (bachelor) level.

### GRADUATE ACADEMIC STANDING

Graduate students must maintain satisfactory grades and make adequate progress in all other aspects of their degree programs in order to continue as students. Academic Standing reflects the student's level of accomplishment with regard to these aspects.

### Supervisor-student Expectations

To be successful in an undergraduate or graduate program, it is imperative to build a relationship with your supervisor.

This mentorship can be vital to your graduate experience and your career beyond. As with any partnership, the following are examples of expectations that should be met for the supervisor-student relationship to be mutually beneficial:

- Respect for one another as a student and a professional.
- Open, clear, and timely communications about research expectations, project timelines, the student's progress, and any issues that may arise.
- Working cohesively towards research goals.

This is not a comprehensive list because every research team is different. Therefore, it is important to discuss any and all expectations once you have committed to working together.

### Graduation Requirements

At the end of the cycle of studies, after completing the academic and institutional obligation, every student has the right to graduate.

A student will enter the process of graduation only if:

1. Has passed and obtained all the credits (ECTS) required for each course of the study program;
2. Has a CGPA higher than 2.0.
3. Has met any other specific graduation requirement established by the university collage

### *Additional Requirements policy*

- The minimum time required to enter the process of graduation is 3 years (6 semester) for Bachelor programs and 2 years (4 semesters) for Master programs.
- The maximum time for a student to graduate is 6 years for Bachelor programs and 4 years for Master programs.
- Every student during the last year of the studies (3rd year for Bachelor programs and 2nd year for Master programs) prepares the diploma thesis, the defences of which is a prerequisite for graduation.
- Graduation is completed with the preparation and defense of the diploma thesis.

### *Policy for planning and controlling process of degrees /dissertations*

- The schedule of diploma defense is made public every year in the academic calendar.
- Graduation is completed with the preparation and defense of a certain study or research topic.



- In order to guide students' topics, leading lecturers develop sessions according to a calendar of meetings.
- Each Faculty hold at least 2 sessions, one per each semester, with students who attend their last year of academic studies.
- The criteria for the thesis are defined with a specific regulation.
- A student cannot defend the diploma thesis without obtaining the approval of the supervisor as a guarantor of academic quality.
- In any case, the student cannot defend the diploma thesis without completing all the obligations of the study program.
- Academic Calendar provides 3 (three) seasons for the thesis defense, which are: (1) 3rd week of January, (2) 3rd week of July, (3) 3rd week of September.
- 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.
- Students defend their diploma without any charge during normal seasons, 3rd week of July and 3rd week of September of the last academic year of studies (third year of studies or second year of studies for master students). After that diploma defense is with a certain fee as it is established in the contractual agreement.

#### *Selection and approval policy of the Thesis Topic for undergraduate and graduate students*

- At the beginning of the academic year, in October, each department organizes a meeting to consult various topics which could serve as thesis study area at degree level as well as to identify potential thesis supervisors.
- Each member of the academic staff, within the third week of the first semester, offers concrete proposals for thesis topics, which he/she is willing to supervise, thus making the establishment of a thesis's topics bank possible.
- Within the fifth week of the first semester of the academic year, students are provided by the relevant department with the application form for the thesis at both cycles (BA) and (Master), along with a list of potential thesis supervisors and the bank of theses topics.
- The interested student fills in the application form by priorly consulting a potential supervisor and submits it within the eighth week of the first semester. In case of failure to meet the deadline, the student defends its thesis in the next season.
- The review of applications is made by the relevant department, which sends the proposals for approval to the Council of the Faculty. The whole process is supervised by the Dean.
- The approval of thesis topics by thesis supervisors shall be made no later than the fourteenth week of the first semester, in accordance with the requirements of this guideline.

Bachelor students shall choose their thesis topics in the beginning of their third year of studies and Master students in the first semester of their second year of studies.

#### **Diploma Thesis evaluation**

- The special commission for the defense of the diploma thesis is based on data collected and reported by the secretary of the faculty for the last years, regarding the results of the students who are going to graduate.
- The commission considers the student's progress and the results of the last years as a guiding criterion in the final evaluation of the diploma thesis.
- For the evaluation of the thesis, should be considered the following criteria:
  - Critical approach to the topic being discussed, considering the student's knowledge and experience;
  - The scientific methodology used and research instruments;
  - The quality of thesis in general;
  - Thesis usefulness;
  - Quality of writing (respecting the scientific writing style, spelling rules);
  - Clear and coherent presentation of the thesis (meeting formatting and technical requirements);
- The evaluation of the thesis is based on a scoring system, which inevitably translates into a grade.

#### **Student Academic Dishonesty Policy**

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

#### **Cheating**

All academic work and materials submitted for assessment must be the work of the student.

Cheating includes but is not limited to:

- copying from others' work;
- giving unauthorized assistance;
- the use of devices or procedures for the purpose of achieving false scores on examinations.

If the student is caught in any act of cheating whatsoever, the supervisor of the exam hall will order him/her to leave the hall and confiscate all the articles used in the cheating. A comprehensive report with all the proof and the testimonies to the incident will be submitted to the Dean to carry out the necessary investigation. The Dean assigns a committee to investigate the incident involving all the parties involved. A recommendation in terms of penalties is submitted to the Dean who makes a final decision regarding the investigation.

The disciplinary penalties that may be handed down are as follows:

- The student fails in the course
- Prohibit the student from attending study from one semester or more
- Dismiss from the University



- Cancel the decision of awarding a University Degree if forgery was found in obtaining such degree

All the decision issued in the respect to the disciplinary penalties are kept in the students file, except the oral call/s to attention.

#### **Examples of academic dishonesty**

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

#### **Plagiarism of a diploma thesis Policy**

- Each diploma thesis is checked for plagiarism in the official software authorized by CIT, PlagiarismCheckerX ([www.plagiarismcheckerx.com/](http://www.plagiarismcheckerx.com/)), by the Supervisor/Co-Supervisor and it cannot be submitted as a final draft if the similarity index is over 20%.
- Thesis Supervisor signs the diploma thesis only after analyzing the above similarity index report and when he/she doesn't have any information or doubt about any possible use of plagiarism.
- In cases when the opponent, commission and other individuals have any information on plagiarism, they officially notify the Head of Department/ Chair of Commission for further inquiry.
- In case of dispute between the candidate and those who claim plagiarism, the case shall be presented to the Head of Department who calls the defense commission on diploma thesis in a closed-door session in order to investigate the case.
- Defense Commission on Diploma thesis, after the closed-door session, rules that:
  - There is no academic dishonesty (plagiarism), thus taking no other measures and adding no statement on the student's file. In cases when the request on plagiarism comes from Supervisor and the opposite has been proven, Commission requests from the Head of Department to substitute the Supervisor.
  - There is academic dishonesty and the candidate shall be requested to submit his/her thesis after 1 academic year.
  - The decision of the Commission is final.





The Alumni Network is a bridge between yesterday's students and today's world leaders.

The projected vision of the alumni is to create a big family where ethical conduct and prized values are shared among the members across generations.

Upon graduation, you will automatically become an alumnus of the Canadian Institute of Technology and a member of its Alumni Network.

Being part of our alumni network provides a wide range of benefits such as: Growing a vital and powerful community which takes care not only for himself but for future generations as well, cultivating a professional life long culture that engages everyone in search for professional growth by sharing their experience with potential students, or just staying in contact with our university college.

### ALUMNI Office

Canadian Institute of Technology also has an Office for ALUMNI which is headed by a coordinator and an assistant coordinator. The office provides important information about itself and its objectives on the official website.

The Alumni office aims to give unconditional support to all graduated students over the years in order to share a caring culture by engaging them in all activities and rewarding their efforts.

### Objectives and Actions

1. Growing a vital and powerful community based on the tenets of responsibility and consideration of the current and future generations of students.

- Engage alumni in the activities of students
- Engage alumni in the activities of the institution
- Promote alumni achievements to students and the community as well
- Create opportunities for collaboration between alumni and students

2. Cultivating a professional lifelong culture that engages everyone in search for professional growth

- Engage and promote alumni leaders
- Encourage them in creating professional clubs
- Provide effective communication channels and engage them in dialogues
- Engage alumni in the decision-making processes of the institution
- Expand professional development services and programs

3. Provide industry standards and measurements to improve alumni engagement and satisfaction

- Create a strong partnership between alumni and career center
- Develop correlations between engagement and institutional support
- Establish performance indicators that might be used for rewarding

4. Maintain and strengthen lifelong relationships and engagement

- Make them feel that they belong to our big and ever-growing family
- Recall them for anniversaries
- Organize events and activities including all alumni
- Invite them to share their expertise in any decision making
- Promote collaborations with alumni entrepreneurs and professionals

5. Prepare students for becoming loyal and engaged alumni

- Communicate with students to make them clear what it means to become an alumnus
- Engage alumni in important milestones of current students
- Create students' opportunities for mentorship in relation to alumni
- Build bridges between student clubs and alumni clubs
- Involve students in alumni activities



Find out more at:  
**[www.cit.edu.al/alumni](http://www.cit.edu.al/alumni)**



Email:  
**[alumni@cit.edu.al](mailto:alumni@cit.edu.al)**

### Student Voice

We encourage you to be an active member of the University College “Canadian Institute of Technology” community. Your engagement allows you to have your views about the student experience heard.

This could be through:

- Being a member of the Academic Senate and other institutional committees;
- Having an active Student Government;
- Being part of student clubs;
- Completing the Students Surveys.

### Students as members of the Academic Senate and other institutional committees

Students are represented in all institutional instances, they have 12% of the number of members of the Academic Senate, and are involved in academic and administrative life through real involvement and real participation contributing to the diversification of opinions and decisions that these instances take.

CIT students are involved in all institutional processes, starting with: participation in internal and external evaluation processes, in decision-making on the criteria for awarding scholarships; in institutional projects, mobility, evaluation of academic staff, and decisions of collegial bodies.

Students have a strong voice in decision-making as they are represented above in the Academic Senate where they can elect the rector of the institution, in the Faculty Council, in the Scholarship Committee, permanent Committee for Student Affairs and the Guaranty of Students’ Rights, Committee for Scientific Research, Projects, Application, and Innovation, Committee for Program and Curricula etc., and at the same time, they can express their opinions on study programs, regulations, quality of teaching, manuals and procedures.

### Criteria for Student Representation in the Academic Senate

- Every undergraduate and graduate student of CIT has the right to be elected as the student representative and to run for election to the Academic Senate, and other bodies in accordance with the provisions provided in law no. 80/2015 “On higher education and scientific research in higher education institution in the Republic of Albania”, in the Statute of our institution, and the regulation approved by the university for this purpose.
- Candidates for members of the Academic Senate in CIT, student representatives, belong to the student category.

- Candidates must have an average above 3.0 (GPA) in the exams given up to the moment of candidacy.
- If the average grade of the elected student representative in the student representative bodies, during the exercise of the mandate, falls below 3.0 (GPA), he does not lose the mandate won in the election.
- Students who are part of the governing bodies of political parties cannot be elected to the representative bodies of students mentioned at the beginning.
- In cases where a student elected to the Academic Senate completes his university studies or loses his student status, he is replaced by the next candidate in the ranking, according to the number of votes collected in the last election, until the end of the mandate.
- If there are no students left on the list, elections are held again, as provided in the regulation.
- The student who has won the mandate for representation, when has graduated or loses the student status, the mandate won is immediately terminated. The remaining vacant mandate is filled with the next candidate listed in the certified list of candidates.
- Students who cannot run for membership of the Academic Senate and other bodies are those that:
  - are under criminal prosecution and a measure of personal insurance has been granted to them;
  - have been convicted of criminal offenses by a final court decision;
  - are previously convicted of criminal offenses;

The student is required:

- To know in detail the regulations of the institution and the obligations that arise, and to be aware of their implementation;
- To implement all the rules derived from the law on higher education, the by-laws issued during its implementation, the Statute of Canadian Institute of Technology and the Regulations;
- To respect the Code of Ethics of the institution;
- To fulfil all obligations defined in the curriculum and course programs;
- To respect The Student’s Code of Conduct

### Student Government

The Students Government represents an independent organization of undergraduate and graduate students established at institutional level, which does not perform political and economic activities.

Students’ Government promotes students’ participation and coordinates their representation in the governing bodies of CIT, in teaching-research structures and services, with the aim of expressing their opinions and presenting their proposals on issues of general interest at CIT regarding study programs, teaching regulations, the right to study, quality of services, the organization of various cultural and sports activities etc.

## Elections

Student's Government representatives are elected every two years by student voting and operate in accordance with the current CIT Bylaws. Vacated mandates (when students graduate or are transferred as well as in other cases) are filled by the candidate who ranked second in the vote count of the last election, and they serve until the end of the original term.

## Student Governments composition and roles

Students' Government is composed by:

1. President
2. Vice president
3. Secretary
4. Senators

Responsibilities of the President of the Students Government

- Should organize and direct the meetings.
- Create topics for discussion.
- Creating different events and activities that will involve the participation of the students.
- Present the problems of the students to the board meeting.

When the President of the Students Government is absent all the responsibilities mentioned above are exercised by the Vice president of the Students Government.

Responsibilities of the Secretary of the Students Government

- Keep notes regarding the topics that will be discussed in every meeting.
- Makes the list of student government members attending the meetings.
- Keep record for every meeting.

Responsibilities of Senators:

- Shall vote for the election of President, Vice president and the Secretary of the students' government during the first meeting.
- Shall serve as a liaison between Student Government and their constituencies.
- Shall attend all Student Government meetings (unless excused by the President of the Students Government).
- Shall, to the best of their ability represent the interests of their constituencies.
- Shall make timely reports to the Students' Government.

## Students' Government Logo

Students' Government of the Canadian Institute of Technology use their logo.



## Students Clubs

Canadian Institute of Technology recognizes the importance of organized student activities as an integral part of the total educational program.

We encourage students to express and develop their own talents and interests. Engaging in organized group activities will help students develop their social interaction skills, which is a very desirable quality for an individual living and working in a multicultural environment.

## Students Surveys

Since 2014, students are given the opportunity to evaluate study programs and special subjects through surveys designed by the QAU. This ensures the involvement of students in the process of continuous improvement. The surveys are organized twice a year, at the end of each semester, for all subjects in study programs, all cycles, for all professors.

Almost 90% of the courses that are opened are evaluated by students concerning components of teaching, subject programs, methodology used during teaching, correctness, pedagogy ethics, development of lessons according to the curriculum, use of literature, student engagement etc. These estimates are developed online through Google Forms and processed by QAU.

Their data in the form of a report is sent to the Rector, the Academic Senate and the Deans.

## Frequently Asked Questions

### How do I apply?

You can apply online by completing the application form which is available on [www.cit.edu.al](http://www.cit.edu.al) and will be contacted for further information by the Admission Officer.

### When should I apply?

The application period at CIT is open throughout the year, but registration only takes place in September.

### Is there a fee in application process?

No expenses are charged for an application submission, for both domestic and international students.

### How does the electronic library work?

McGraw-Hill Education is a leading digital learning company. McGraw-Hill Education (MHE) is an American learning science company and one of the “big three” educational publishers that provides customized educational content, software, and services. Based on the growing demand for COST EFFECTIVE LITERATURE, and REDUCTION OF STORAGE SPACE, CIT has transitioned from a print-based business model to one based on using digital content and technology-enabled learning solutions. This was done in 2016, by signing an agreement with McGraw-Hill Education. After becoming a CIT student, you will have the credentials and instruction to access and use the library.

### How long does it take to complete the program?

The minimum time required to enter the process of graduation is 3 years (6 semester) for Bachelor programs and 2 years (4 semesters) for Master programs.

The maximum time for a student to graduate is 6 years for Bachelor programs and 4 years for Master programs.

### Can CIT students benefit participate in Erasmus calls for mobility?

Our exchange programs offer students an amazing opportunity to study at a foreign university during a semester, year or summer abroad under the umbrella of Erasmus+ or based on bilateral agreements. These programs enable our students' access to some of the most celebrated universities in the world. Gain experience from CEEPUS & ERASMUS+ programs and experience international life through your studies. The inter-institutional agreements with more than 15 European partner universities enriches students' career through an experience abroad, facilitates the exchange of good practices and boost their research and academic life.

## In case of emergency

In the event of an emergency, it is crucial to know whom to contact for swift assistance.

It's essential to keep the contact numbers readily accessible and ensure that you and your colleagues or peers are aware of the emergency procedures in place for your location.

### NUMRAT E EMERGJENCAVE / SOS



### ACADEMIC CALENDAR



### MAP AND LOCATION



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# STUDENT GUIDE

2023 - 2024