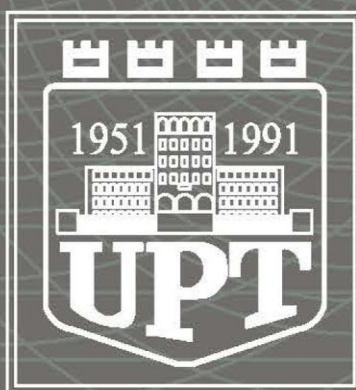


TIRANA 2019

STATUTE

OF POLYTECHNIC UNIVERSITY OF TIRANA



UNIVERSITETI
POLITEKNIK
I TIRANES

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Approved

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Prof. Dr. Andrea MALIQARI



STATUTE

OF POLYTECHNIC UNIVERSITY OF TIRANA

Tirana 2019

CHAPTER I

GENERAL PROVISIONS

Article 1

Establishment of the institution

1. The Polytechnic University of Tirana was founded in 1951 under the name **Polytechnic Institute**. In 1957 its entire structure was integrated into the Tirana State University. In 1991 the **Polytechnic University of Tirana** was re-established, separated from the University of Tirana by regrouping in its academic structure all faculties with engineering profile education, reorganized as a separate public university.
2. The official acronym of Polytechnic University of Tirana is PUT.
3. PUT has the institutional emblem deposited in accordance with the applicable legal framework and it appears in all official documents issued by it.

Article 2

Type of institution, academic freedom and university autonomy

Type of institution, academic freedom and university autonomy

1. The Polytechnic University of Tirana is a public institution of Higher Education of a university type, in accordance with the provisions of the applicable legal framework, independent of any religious, ideological or political orientation.
2. The Polytechnic University of Tirana has the status of a public legal entity, headquartered in Mother Teresa Square, no. 4, postal code 1001, Tirana, and may establish its study branches in Albania and abroad.
3. Academic freedom is a universal notion that gives PUT's academic staff:
 - (a) The right to teach, to conduct research or to create without having to adhere to any pre-existing political or religious doctrine;
 - b The right to publish and disseminate the contributions and results of teaching, research or creativity;
 - (c) The right to express opinions, including criticism of society, institutions, doctrines, dogmas and opinions, as well as statutes and regulations of PUT, as well as government policies towards Higher Education and research, without prejudice to institutional interests and in compliance with PUT Code of Ethics.

d) the guarantee and the right to develop its activity without being subject to pressure or censorship, regardless of the orientation of thinking, lifestyle, ethnicity, language, gender, sexual orientation, disability of physical activities, political or religious thought, age and marital status.

4. University autonomy is a universal notion, the ability of Higher Education Institutions in general and PUT in particular, to self-manage, adapt and renew in preserving the essential values of knowledge, research and creativity, by ensuring the fulfilment of its mission, without unnecessary interference by the government, corporations, police and interest groups, as well as without interference by religious institutions.

5. The Polytechnic University of Tirana guarantees academic freedom and has university autonomy in accordance with the legal framework of the Republic of Albania.

Article 3

Mission and institutional objectives

1. The mission of PUT is:

a) to create, transmit, develop and defend knowledge through teaching, research and services, as well as to train senior specialists and train new scientists;

(b) to provide opportunities to benefit from lifelong Higher Education in its areas of expertise;

c) to support economic development at national and regional level;

d) to contribute into raising the standards of democracy and civilization of society and preparing young people for such a society.

2. The academic activity of PUT shall be conducted in accordance with the principles and standards of the European Higher Education Area (EHEA), reflecting the principles and objectives of the Bologna Process.

3. PUT is an institution of Higher Education whose main purpose is to promote science, technology and Higher Education through the integration. PUT promotes and enhances its role in the development process of the society, through the transfer of technology and information, as well as services to the territory and community.

4. PUT promotes basic and applied scientific research; it ensures the coordination and development of research projects at national and international level. PUT promotes the acquisition of the most advanced scientific and technological knowledge and provides value to its expertise and research capabilities in various fields of science and research.

5. PUT offers all levels of Higher Education, corresponding to levels 5, 6, 7 and 8 of the National Qualifications Framework; it defines the characteristics and content of study programmes. PUT promotes the consolidation and advancement of the education system through traditional and modern contemporary models. PUT defines, develops and consolidates ways of controlling students' knowledge and skills according to the principles of merit and impartiality.
6. PUT supports and protects students in the exercise of their right to quality education and ensures their representation as full partners in its governance. PUT strives to promote intercultural understanding, critical thinking, political and religious tolerance, gender equality, democratic and civic values, in order to strengthen European and global student citizenship, which will lay the foundations for an all inclusive society.
7. PUT promotes innovation in teaching in a student-centered environment, making extensive use of the potential of new technologies in teaching.
8. PUT provides counseling and monitors the development of students' academic careers. It provides services aimed at the optimal integration of its graduates into the labour market and undertakes initiatives aimed at creating new jobs for skilled workers. PUT maintains cultural, professional and personal connections with its graduates.
9. PUT guarantees the development of the career of academic staff, by respecting academic freedom and merit in compliance with the applicable legal framework.
10. PUT enables continuous qualification of academic and administrative support staff.

Article 4

The inviolability of the territory

1. All premises and facilities which the State has entrusted to PUT and in which PUT exercises its activity, shall enjoy inviolability. It is prohibited to interfere in the premises of PUT for natural or legal persons, private or state, central and local government, and of public enforcement bodies without the permission or request by the Rector.
2. Violation of this inviolability constitutes a legal infringement against PUT, which is entitled to denounce it, in accordance with the legal framework in force in the Republic of Albania.
3. When committing a gross crime against life or the occurrence of a natural disaster, which are considered cases of force majeure and exemption of this inviolability, public enforcement bodies may intervene without the permission of the Rector of the PUT.

CHAPTER II

ACADEMIC STRUCTURE OF PUT

Article 5

Component Units of the Polytechnic University of Tirana

1. PUT, based on the applicable legal framework, defines its internal academic organization.
2. Within PUT operate:
 - **the Main Units**, which are the Faculty and Research and Development Institute;
 - **Base Units**, which are the Department and the Research Centre;
 - **branches**, which may be the Main Unit or Base Unit;
 - **Supporting Units** are the support structures defined in the structure of PUT, which assist the institution, the Main Units and the Base Units in the realization of the teaching, research and administrative activity.
 - Business associations and non-profitable organizations founded by the Polytechnic University of Tirana.

The Main Units, Base Units, branches and support units are created, closed, organized and reorganized in accordance with the applicable legal framework and this Statute, as part of the PUT organizational chart.

Article 5-1

Faculty at PUT

1. **The Faculty at PUT (FPUT)** coordinates teaching and scientific research, cultural and professional development in related or inter-related engineering teaching-research fields. FPUT offers study programmes of various cycles, in accordance with its academic objectives and the Albanian Qualifications Framework.
2. The FPUT shall be organized into Base Units and shall consist of at least three such units, of which at least two shall be departments.
3. The functioning of the FPUT is defined in its Regulation.
4. **PUT** enjoys the right to open branches in the Republic of Albania or abroad to offer study programmes, in accordance with its competencies and field of activity. The Branch of PUT (BPUT) may also carry out other activities such as research, training activities, third party services. BPUT guarantees the same quality of its operations as all other PUT constituent academic units.
5. BPUT may be:
 - a. a separate unit in the PUT structure;
 - b. integral part of the PUT headquarter units;
6. The functioning of the BPUT is set out in its Regulation

Article 5-2

PUT Research and Development Institute

1. Institute of Research and Development at PUT (IRDPUT), conducts research and development activities, and participates in the implementation of study programmes in all study cycles offered by PUT. The IRDPUT is organized into at least three Base Units, of which at least two must be departments.
2. The Base Units of the IRDPUT shall carry out monitoring in compliance with their mission and vision, in cooperation with national and international institutions. The data obtained from providing monitoring services to third parties are used as arguments in basic and applied research studies.

3. The functioning of the IRDPU is defined in its Regulation.

Article 5-3 Department at PUT

1. The Department at PUT (DPUT) is the Base Unit of teaching, development and research work of the Main Unit, and it:

- a) includes related research fields and groups the respective teaching disciplines;
- b) can also be created by different Main Units of PUT;
- c) is responsible for the study programmes offered;
- d) proposes new study programmes and their reorganization in accordance with its academic and infrastructure capacities, according to quality standards;
- e) promotes, programmes, coordinates, develops and manages teaching according to study programmes as well as relevant research activity;
- f) can provide services to third parties as well as carry out other activities in accordance with the applicable legal framework and rules set forth in the PUT Regulations;
- g) manages basic research funds or other funds generated from legal, public or non-public, national or international sources;
- h) has at least seven effective members as academic staff, of whom at least three must have degrees and titles;
- (i) may also include academic-support staff;
- j) proposes admission criteria and study quotas and fees in the study programmes offered by the Base Unit and forwarded to the Dean's Office of the Main Unit;
- k) selects the winning students in the study programmes he / she offers and submits them for approval to the Dean of the Main Unit according to the Regulations of PUT and the relevant Main Unit;
- l) enjoys the right to be organized in teaching-research groups, permanent or temporary. These teaching-research groups have at least five effective members from DPUT academic staff.

2. The functioning of DPUT is defined by its Regulation.

Article 5-4

PUT Research and Development Centre

1. PUT Research and Development Center (PUTRDC) has a structure similar to the Department.
2. PUTRDC is entitled to organize itself in scientific, permanent or temporary research groups. These teaching and research groups are composed of at least five effective members as academic staff of the PUTRDC .
3. The functioning of the PUTRDC is defined in its Regulation.

Article 6

Main Units at PUT

1. The Main Units that are part of PUT are organized as follows:
 - I. Faculty of Architecture and Urban Planning**
 - II. Faculty of Geology and Mining**
 - III. Faculty of Electrical Engineering**
 - IV. Faculty of Mathematics Engineering and Physics Engineering**
 - V. Faculty of Mechanical Engineering**
 - VI. Faculty of Civil Engineering**
 - VII. Faculty of Information Technology**
 - VIII. Institute of Geosciences, Energy, Water and Environment (IGEWE)**

Article 7

Commercial companies at the Polytechnic University of Tirana

1. The Polytechnic University of Tirana, in order to make use of the results and knowledge of scientific research, has the right to establish commercial companies in accordance with the legislation on traders and business organizations and legislation on Higher Education and scientific research.

2. Commercial companies created for this purpose shall be used for the conduct of business activities with innovative character, based on the results of scientific research carried out in the framework of undergraduate programmes.
3. The establishment of these companies is proposed by the Senate, based on the business plan presented by the Administrator of the Institution, and approved by the Board of Administration.
4. The Board of Administration reviews and decides, in relation to the form of the company, the amount and form of capital to be used for its establishment, the manner of its administration, its structure, the way of reporting, and so forth.
5. The Academic Senate reviews and decides on the scope of activity, the transfer of rights to use and enjoy patents, knowledge, inventions, etc., which will be used by the business organizations.
6. These companies may be established by the Polytechnic University of Tirana exclusively or in collaboration with other legal entities. In this case, the Board of Administration also approves the agreement on the allocation of quotas / shares that the parties will have in this company. In any case, the University must own more than half of the capital.
7. The Statute of the company is approved in advance by the Senate, and finally approved by the Board of Administration.

Article 8

Non-profitable organizations of the Polytechnic University of Tirana

At the Polytechnic University of Tirana, in order to support and develop cultural and historical values and traditions, science and education, physical and spiritual education, as well as any other activity for the benefit of students, non-profitable organizations may be established in the form of associations, foundations or centres.

Their activity will be regulated by legislation on Higher Education and Research and the Law on Non-profitable organizations.

The establishment of non-profitable organizations and their scope of activity is proposed by the Senate and approved by the Board of Administration.

CHAPTER III

COLLEGIATE BODIES, MANAGEMENT AND ADMINISTRATIVE AUTHORITIES OF PUT

COLLEGIATE BODIES OF PUT

1. The governing collegiate bodies of Polytechnic University are: the Academic Senate, the Board of Administration, the Rectorate, the Council of Ethics, the Deanery / Directorate of the Institute, the Assembly of Academic Staff and the Permanent Commissions.
2. For decision-making in the collegiate bodies of PUT, if the voting is open, and the result is equal, then the vote of the Authority of this body shall determine the majority.

Article 9

Academic Senate of PUT

1. The Senate is the highest academic collegiate body of the Higher Education Institution responsible for fulfilling its mission, in pursuance of section 1, article 38, Law 80/2015, responsible for fulfilling the PUT mission. The Academic Senate of PUT determines the development policies of PUT, schedules and coordinates teaching and scientific-research activities and evaluates their effectiveness.
2. The Academic Senate of PUT is chaired by the Rector and meets periodically.
3. The main functions of ASPUT are:
 - a) guarantees university autonomy, academic freedom, equal opportunities and students' rights;
 - b) proposes the strategic plan of the institution development;
 - c) drafts the general structure of PUT in cooperation with its Base and Main Units and proposes to the Board of Administration the number of the PUT staff at all levels;
 - d) approves in advance the PUT annual and mid-term budget plan;
 - e) establishes and guarantees the functioning of the permanent commissions at the university level, under the legal framework in force;
 - f) elects the members of the Institutional Electoral Commission;
 - g) accords the titles "Professor Emeritus" and "Doctor Honoris Causa" according to the procedures set forth in the PUT Regulation;
 - h) approves the annual programme of important academic activities of PUT;

- i) approves the regulations of PUT and other institutional acts;
- j) approves new study programmes, scientific-research programmes, changes and their closure when they are supported by the annual draft budget of PUT;
- k) approves the profiling changes for accredited study programmes up to 20% and notifies the ministry responsible for Higher Education no later than six months before the start of the academic year;
- l) proposes the closure and reorganization of PUT, as well as its division or merger with another Higher Education Institution;
- m) assesses, guarantees and bears responsibility for internal quality assurance at PUT;
- n) approves institutional quality standards;
- o) elects its representatives in the Board of Administration of PUT;
- p) approves the format of university academic titles issued by PUT under the legal framework in force.

The Academic Senate of PUT, after getting the prior approval of the Board of Administration,

- a) approves the statute of the Higher Education Institution with two-thirds (2/3) of the votes of its members;
- b) approves the opening, reorganization or closure of the PUT units based on the proposals of the Main Units and the Base Units at the end of the academic year;
- c) approves tuition fees for the following year;
- d) approves the minimum and maximum number of students for every study programme offered at PUT, as well as the admission criteria;
- e) approves the criteria for special treatment of students at PUT.

4. The composition of the Academic Senate of PUT is:

- the Rector, who is also its President;
- 4 members from each Main Unit;
- representatives of PUT students, as defined in the legal framework in force;
- if the result is equal in the voting process and the voting is not secret, then the Rector's vote is decisive. In any other case, a re-vote shall be made.

- 5. The Academic Senate of PUT may also include external members, elected by prominent personalities in the fields covered by PUT.
- 6. PUT Administrator may attend ASPUT meetings without the right to vote.
- 7. The Dean /Director of the Main Unit is a member of ASPUT and is included in the number of its representatives.
- 8. The members of ASPUT shall be elected by the Assemblies of the Academic Staff of the

Main Units, by means of a general vote, for a four-year term, with the right of re-election, among the full-time, self-nominated academic staff.

9. ASPUT members belong to the category "Professor" or "Doctor" ("PhD") degree gained at universities of foreign countries, members of the OECD or the EU. In the absence of the academic authorities of those categories, those who have got the "Doctor" degree in the Republic of Albania of the lecturer category may also be selected.
10. ASPUT has its secretary. It makes ASPUT decisions known. The other duties of the ASPUT secretary are set out in the ASPUT Regulation.
11. The mandate of a member of the ASPUT shall expire when:
 - a) the term of the mandate is fulfilled;
 - b) resigns;
 - c) leaves the PUT;
 - d) becomes physically or mentally unable to exercise the function;
 - e) when sentenced by a final court decision;
 - f) when serious violations of the PUT's law and code of ethics have been found;
 - g) in cases when the student elected in the Academic Senate finishes university studies or loses the status of the student. Here, he is replaced by the next candidate in the rankings, in terms of the number of votes gathered in the last election until the end of the mandate.
12. The remaining vacancy shall be filled under the legal framework in force.
13. ASPUT meets in ordinary sessions every 2 months. At the beginning of each academic year, its work programme is published. It may also meet in extraordinary sessions at the initiative of its President, or at the request of at least one third (1/3) of its members. The agenda shall be proposed by the President of ASPUT and shall be approved by its members. In cases when the Senate convenes in an extraordinary session at the request of one third of the members, the agenda shall be proposed by this group of members and approved by the members of the Senate. ASPUT decisions are only valid when more than half of its members vote. The majority of the members present shall take decisions, unless the law requires a specified majority. The rules on the voting procedure and other matters related thereto are set out in the PUT Regulation.
14. ASPUT makes decisions to exercise its function.
15. ASPUT decisions are made public.

Article 10

Administration Board

1. The Board of Administration (ABPUT) is the highest collegiate administrative body of PUT, which guarantees the fulfillment of the PUT mission, its financial and administrative progress.

2. ABPUT has the following main functions:

- a) guarantees the financial sustainability of PUT and the fulfillment of its mission;
- b) assesses in advance the closure and reorganization of PUT, as well as the division or merger of the PUT with another Higher Education Institution;
- c) approves in advance the opening, reorganization or closure of the PUT constituent units;
- d) gives its opinion on the PUT draft regulation and approves its financial regulation;
- e) establishes the rules for the distribution of income provided by PUT from the exercise of its activities and supervises the use of funding sources;
- f) sets the criteria and procedures for the recruitment of administrators and administrative staff, based on the acts of the Higher Education Institution;
- g) appoints and dismisses the administrator of the institution;
- h) approves PUT's Statute prior to transmitting it to ASPUT. This ABPUT decision is taken by no less than three-fifths (3/5) of the votes of its members;
- i) approves the detailed annual report of PUT activity, compiled by the Rectorate;
- j) prepares the agreement between PUT and the ministry responsible for Higher Education on funding rules;
- k) approves the Regulation on administration, finance and accounting;
- l) approves the financial audit card of PUT, strategic and annual plan as well as engagement programmes;
- m) ensures that the Administrator is informed about the unit's annual internal audit reports on the functioning of the financial management and control system, with a view to take measures to improve it and drafting an annual statement on the quality of the interior control system;
- n) establishes commissions and working groups on specific issues and activities;
- o) approves the remuneration of members of permanent or temporary commissions, members of the Senate and the Board, upon nomination by the Administrator and approval by the Senate, as well as special financial treatment for academic staff, support-academic and administrative staff highly evaluated;
- p) approves funds for the implementing of various scientific-research projects based on the Rectorate's proposals;
- q) determines the funds for financial support for non-profit organizations established at the Polytechnic University of Tirana;

ABPUT on the proposal of ASPUT approves:

- a) strategic development plan of PUT and oversees its implementation;
- b) annual and mid-term budget of PUT and oversees its implementation;
- c) the number of staff at all levels;
- d) approves the tuition and enrollment fees for each study programme at the PUT;
- e) approves service charges to third parties;
- f) approves the categories of students that are exempt or benefit from the exemption of fees under the legal framework in force;
- g) determines the salaries and remuneration of PUT staff in accordance with the legal framework in force.

ABPUT comprises seven members, part-time employed. The number of ABPUT members representing PUT, versus the number of its members, representing the ministry responsible for Higher Education, local government and other potential donors, depends on the percentage of financial contribution to the PUT budget as set out in the legal framework in force.

3. The Rector of PUT is invited to attend ABPUT meetings without the right to vote.
4. The level of financial contribution to the PUT budget by the ministry, local government, other potential donors and the PUT itself is based on its mid-term budget plan, by agreement between the above parties. This plan is updated annually and at the end of the third financial year, the funding is reassessed and the participation of contributors to the Board of Administration is determined.
5. Heads of Main Units, Heads of Base Units, and administrators may not be members of the Board of Administration, but may be invited to attend its meetings without the right to vote.
6. The mandate of ABPUT member shall end when:
 - the term of the member's mandate is fulfilled;
 - the member resigns;
 - the member is dismissed by the appointing or electing institution under the legal framework in force;
 - the member is convicted by a final court decision of committing a criminal offense;
 - the member becomes physically or mentally unable to exercise the function;
 - the change of the ratio of representation in ABPUT is done.
7. The dismissal of the members of ABPUT, representatives of PUT, is done by the Minister responsible for Higher Education upon the proposal of ASPUT.
8. The proposal for the dismissal of PUT representatives in ABPUT is made by ASPUT. The Rector of PUT forwards the proposal for the dismissal of PUT representatives to ABPUT for approval by the Minister responsible for Higher Education.
9. In case of premature termination of the mandate of the authorities and the elected members of the bodies, the mandate of the newly elected member of the governing body

shall be additional.

10. The manner in which meetings are convened, the agenda, attendance, most of the decision-making and other related matters are set out in the ABPUT internal Regulation.

Article 11

The Rectorate

1. The Rectorate of PUT is a collegiate body Headed by the Rector and comprises:
 - a) Rector;
 - b) Vice Rectors;
 - c) Administrator of the institution;
 - d) Heads of the Main Units.
2. The number of Vice Rectors at PUT is proposed by the Rector under the institution's mandatory policies, but not less than 2 (two).
3. Vice Rectors are full-time academic staff members, and belong to the category of "Professor" or hold a "Doctor" ("PhD") degree, got at universities of foreign countries, members of the OECD or the EU.
 - a) They are appointed and dismissed by the Rector after approval by ASPUT.
4. The Rectorate shall draft the strategic plan of the PUT development, based on the proposals of the Base and Main Units of PUT, and those of their administrators.
5. The Rectorate has the following main functions:
 - a) drafts the strategic and mandatory plan of the PUT development;
 - b) drafts the annual programme of PUT academic activities and follows its implementation after approval in the ASPUT;
 - c) proposes priorities for allocation of financial, material and human resources and submits them to the PUT Administrator;
 - d) reviews the draft budget prepared by the PUT Administrator prior to its approval in ASPUT;
 - e) gives opinions on agreements of an academic nature;
 - f) presents recommendations for projects, study programmes, scientific research and necessary structural changes for their realization;
 - g) proposes the general structure and the number of PUT staff at all levels;
 - h) prepares its job regulation, which is approved by ASPUT;
 - i) approves the regulations of the Main Units.
6. The Rectorate reports once a year on the implementation of the PUT's activity plan to ASPUT and ABPUT.

7. The Rectorate prepares the annual report of teaching-research activity and submits it to ASPUT and ABPUT for approval within January of the following year.
8. The Rectorate reviews the annual report of financial activity prior to its approval by ASPUT and ABPUT.
9. Other duties and functions of the Rectorate are set out in the Regulation of the PUT's Rectorate.

Article 12

The council on Ethics

1. The Council on Ethics shall be set up at PUT and shall promote and consider issues that have to do with ethics in the teaching and research process, as well as in other activities as provided by the Code of Ethics and legislation in force, for all PUT staff.
2. The Council on Ethics at PUT is composed of one representative for each of its Main Units, one representative from administrative staff, one from academic support staff and one student representative from ASPUT. When the number of members of the Council on Ethics is two, then a member proposed by ASPUT is added.
3. Members of the Ethics Board are selected by ASPUT based on proposals made by the Main Units, the Administrator for the staff members of the administrative staff, the Rector for academic support staff and the community of students at PUT.
4. All members of the PUT Council must have at least 5 years of experience in the relevant Main Unit.
5. Members of the Council on Ethics shall have a four-year term mandate with the right to be re-elected.
6. Members of the Council on Ethics do not exercise leadership functions at PUT.
7. Members of the Council on Ethics elect its Chairman.
8. The Code of ethics is approved by ASPUT and ABPUT.
9. The duties and functions of the Council on Ethics are set out in the PUT's Code of Ethics and its Regulation, which are approved by ASPUT and ABPUT.

Article 13

The Deanery / Directorate of the Research and Development Institute

1. The Deanery/Directorate of the Research and Development Institute at PUT is a collegiate body and it comprises:
 - a) The Dean/Director of Research and Development Institute;
 - b) Vice Deans/Vice Director/Vice directors;

- c) The Administrator of the Faculty/Administrator of Research and Development Institute;
 - d) Heads of Base Units.
2. The Deanery/Directorate is headed by the Dean/Director of the Research and Development Institute.
 3. The number of Vice Deans, vice directors in the PUT faculties/institute is at least 2 (two). Vice Deans/Vice Directors are full-time members of the academic staff of the Faculty/Institute.
 4. The Vice-Deans/Vice Directors shall be selected from the academic staff of the respective Main Unit, who shall have at least the "Doctor of Science" degree.
 5. The Deanery/Directorate of Research and Development Institute exercises the following functions:
 - a) drafts the strategic development plan of the Faculty/Institute, based on the proposals of its Base Units and those of its administrator;
 - b) coordinates the budgeting process according to the Base Units' requirements and submits it to its administrator;
 - c) reviews the new study programmes proposed by the Base Units for their compliance with quality standards and submits them for approval to ASPUT;
 - d) reviews in ASPUT the scientific research projects developed by the Base Units, when funding is provided by PUT;
 - e) monitors and coordinates the activity of the Base Units;
 - f) drafts the Regulation of the faculty and submits it to the Rectorate;
 - g) presents the structure and number of staff in the faculty to the Rectorate;
 - h) examines the winning projects to be funded by the scientific research funds from the faculty/institute's income, and scholarships for scientific studies administered by the faculty/institute itself;
 - i) approves the admission criteria of the candidates in the study programmes, which are determined by the Base Unit that offers the programme, under the quality standards;
 - j) approves the list of scientific periodicals to which the faculty/institute shall agree, and the titles of books to be purchased from the library;
 - k) exercises other functions as defined in the PUT Regulation, based on the specificity of each faculty/institute;
 - l) proposes the priorities of the faculty/institute;
 - m) approves the Base Unit's regulations and strategy.
 6. In the exercise of its functions, the Deanery/Directorate is expressed by means of decisions.

Article 14

Assembly of the Academic Staff

1. The Assembly of the Academic Staff comprises the full-time academic staff of the Main Units.
2. The Assembly of the Academic Staff of PUT Main Units has the following functions:
 - a) elects the Rector of PUT;
 - b) elects the members of the ASPUT;
 - c) elects the Head/Dean of the PUT Main Unit;
 - d) establishes permanent commissions of the Main Units and elects their members;
3. The Assembly of the Academic Staff is organized and performs its activity under the Regulation of the Main Unit.

Article 15

Commission for the Promotion of PUT Academic Titles

1. The Permanent Commission for the Promotion of Academic Titles (CPAT) at PUT has 9 (nine) members, with each Main Unit being represented.
2. Members of the CPAT at PUT shall be self-nominated and elected by ASPUT for a two-year term mandate, with the right to be re-elected.
3. They hold the "Professor" title.
4. The functioning of the CPAT is defined in the PUT Regulation.

Article 16

Permanent Commission for the Award of “Doctoral” Degree

1. The Permanent Commission for the Award of the Doctoral Degree at PUT is named as the "Council of Professors".
2. The “Council of Professors” is established based on the PUT’s Main Unit that offers third cycle programmes.
3. The number of members of the “Council of Professors” at PUT is 5 or 7 members.
4. The members of the “Council of Professors” at PUT are full-time academic staff of the “Professor” category.

5. The members of the “Council of Professors” at PUT shall be self-nominated and are elected by the Assembly of the Main Unit where they exercise their functions. They have a two-year term mandate, with the right to be re-elected.
6. The functioning of the “Council of Professors” at PUT is set out in the PUT Regulation and the BaseUnit Regulation which are approved by ASPUT.

Article 17

Council of Study Programme

1. The organization and management of first and second cycle study programmes at the Base Unit level is done by the Council of Study Programme (CSP).
2. The CSP shall be composed of an academic staff of at least the “Lecturer” category with no less than 10 years of experience in teaching at the Base Unit and is responsible for the study programme. CSP members are part of the teaching staff in one or more first and second cycle study programmes, covered by the Base Unit where they conduct their activity. In the case of interdisciplinary study programmes involving two or more Base Units, the academic staff of the collaborative Base Unit shall be selected or appointed in the CSP.
3. The composition, selection, appointment and working procedure of the CSP are set out in the internal regulation of the Base Unit.

GOVERNING AUTHORITIES OF PUT

Academic Governing Authorities

The academic governing authorities are the Rector, the Head of the Main Unit and the Head of the Base Unit.

Article 18

Rector

1. The Rector is PUT’s highest academic authority, and its legal representative for academic and protocol matters.

2. PUT Rector is elected by the members of the academic staff assemblies of the Main Units and students. Students' votes in the election of the Rector are calculated in accordance with the legal framework in force.
3. Candidates for Rector shall be self-nominated.
4. Candidates for becoming the Rector of PUT hold the title of "Professor" and come from the ranks of PUT academic staff or outside of it.
5. The President of the Republic decrees the Rector of PUT.
6. The Rector directs ASPUT and reports to it.
7. The Rector, after approval by the ASPUT, shall appoint and dismiss the Vice-Rectors.
8. The Rector proposes to the Minister in charge of Higher Education the dismissal of the governing authority of the Main Unit of PUT, in the case of committing gross criminal offenses or serious violations of the law, inability to perform the duty and in the cases provided for in the Code of Ethics of PUT.
9. The Rector of PUT exercises the following functions:
 - a) approves the criteria for the recruitment of full-time academic staff determined by the Base Unit, based on its needs;
 - b) approves the recruitment criteria of the academic staff proposed by the units at the institutional level;
 - c) approves the recruitment criteria of the support-academic staff, determined by the Directorate of Human Resources;
 - d) signs recruitment contracts of academic and support-academic staff at PUT;
 - e) appoints the winner candidate of the election as the Head of the Main Unit;
 - f) signs, on behalf of PUT, cooperation agreements with other national and foreign universities, documentation on the membership of PUT in national and international associations and organizations of Higher Education, cooperation agreements with local and foreign entities that assist in the development of Higher Education. These agreements, protocols and cooperation shall be submitted to the ASPUT for ratification;
 - g) directs the drafting of the strategic plan of the PUT development and follows its implementation;
 - h) submits proposals for acts that are within the competence of being reviewed by the bodies of ASPUT, ABPUT and Council on Ethics;
 - i) represents PUT in academic and protocol relations with third parties;
 - j) dismisses the academic staff of PUT, upon the proposal of the Head of the Base Unit where the academic staff conducts its activity, and after the approval of the "ad hoc" commission set up by the ASPUT, in the case of serious violations or repeated violations under the legal framework in force and the PUT's Code of Ethics.

- k) signs the diplomas of the first, second and third cycle, without the right to delegate his signature;
 - l) signs academic titles issued by PUT;
 - m) establishes commissions and working groups on specific issues, studies and activities;
 - n) delegates his/her functions to the Vice-Rector/Vice-Rectors in case of inability, absence or holidays.
10. The Rector's relations with other governing bodies and authorities, the manner and conditions for the exercise of his/her competences are set forth in the PUT Regulation.
11. The Rector expresses himself through orders and decisions.
12. The mandate of the Rector shall last four years. He serves in office for one mandate, with the right to be re-elected only once. Upon the end of his mandate, he continues to be a member of the Base Unit staff where he conducts his academic activity.
13. The Rector's mandate ends:
- a. when the mandate expires;
 - b. when he resigns;
 - c. when he becomes physically or mentally unable to perform the function;
 - d. in any other case under the legal framework in force in the Republic of Albania.
 - e. in case of the Rector's dismissal for legal reasons or non-performance of duties, the Minister in charge of Higher Education commands one of the Vice-Rectors for a term of up to six months, in order to organize the elections at PUT.

Article 19

Head of the Main Unit at PUT

- 1. The Head of the PUT's Main Unit is the Dean of Faculty at PUT or the Director of the Research and Development Institute.
- 2. The Head of PUT's Main Unit is the highest academic authority of the Main Unit at PUT and its representative.
- 3. The Head of the PUT's Main Unit coordinates the activity of the Base Units and collegiate bodies of the Main Unit and resolves disputes between them.
- 4. The Head of the PUT's Main Unit is full-time academic staff and is elected by the Assembly of the Academic Staff, the Main Unit and students. Students' votes in the election for the Head of the Main Unit of PUT shall be calculated under the legal framework in force.
- 5. The candidate for the Head of the PUT's Main Unit shall be self-nominated.

6. Candidates for the leadership of the PUT's Main Unit are academic staff of the "Professor" category and may come from the PUT academic staff or out of it.
7. The PUT's Rector shall appoint the Head of the PUT's Main Unit.
8. The Head of the Main Unit of PUT runs the Deanery/Directorate and reports to it.
9. The Head of the PUT's Main Unit appoints and dismisses the Vice Dean (s)/Vice Director (s) who are full-time academic staff of the category "Lecturer" or "Professor".
10. The Head of the PUT's Main Unit forwards to the Academic Senate proposals, requests, concerns, etc., of the Base Units, accompanied by his opinions.
11. The Head of the PUT's Main Unit proposes to the Rector the dismissal of the Head of the Base Unit in cases of committing gross criminal offenses or serious violations of the law, inability to perform the duty and in the cases provided for in the PUT's Code of Ethics. The Rector expresses himself within a month, through decisions. The replacement of the Head of the Base Unit is appointed by the Rector on the proposal of the Head of the Main Unit. The Rector shall call early elections within six months from the date of dismissal.
12. The Head of the PUT's Main Unit proposes to the PUT's Administrator the dismissal of the Main Unit's administrator.
13. The Head of the PUT's Main Unit exercises the following other functions:
 - a) appoints the Head of the Base Unit, the winning candidate of the elections;
 - b) confirms the employment criteria of the academic staff proposed by the Base Units and forwards them to the Rector for approval;
 - c) prepares the relevant proposal for each decision-taking of the Deanery/Directorate of the Main Unit;
 - d) reports to the Deanery/Directorate of the Main Unit for the smooth running of the Main Unit's activity;
 - e) directs the work on drafting the regulation of the Main Unit;
 - f) prepares annual reports of teaching work, scientific research and development of the Main Unit based on the reports of the Base Units;
 - g) signs the diplomas of the first, second and third cycle and their supplements, without the right to delegate the signature;
 - h) approves the list of the winning students admitted in the study programmes offered by the respective Main Unit;
 - i) establishes commissions and working groups on specific issues, studies and activities of the Main Unit;
 - j) officially submits, under PUT's and the Main Unit Regulation, the scientific research projects proposed by the academic staff of the Base Units;

- k) delegates his functions to the Vice Dean (s) / Vice Director (s) in case of absence or dismissal;
 - l) approves the exam and diploma commissions according to the proposals of the Heads of the Base Units.
14. The relations between the Head of the Main Unit and the other governing bodies and authorities, the manner and conditions of the exercise of his powers, are set out in the PUT and Main Unit Regulation.
15. Confirms the recruitment criteria of the academic staff proposed by the Base Unit and forwards it to the Rector.
16. The Head of the Main Unit shall express himself through ordinances and instructions within his competences.
17. The mandate of the Head of the Main Unit shall last four years. He serves in office for one mandate, with the right to be re-elected only once. Upon the end of his mandate, he continues to be a member of the Base Unit staff where he conducts his academic activity.
18. The mandate of the Head of the Main Unit shall end:
- a) when the mandate expires;
 - b) when he resigns;
 - c) when he becomes physically or mentally unable to perform the function;
 - d) when there is evidence of serious violations of the law as defined in the legal framework in force.
19. In the event of a new Main Unit establishment at PUT, its Head shall be appointed by the Rector for a term of one year, with the task of organizing and holding elections for the Heads of that Main Unit and constituent units within the term of the mandate.

Article 20

The Head of the Base Unit

- 6. The Head of the Base Unit is the Head of the Department or the Scientific-Research Center. He is the academic governing authority of that unit and represents it.
- 7. The Head of the Base Unit at the PUT shall be elected by the assembly of the academic staff of the Base Unit.
- 8. The candidate for the Head of the Base Unit shall be self-nominated.

9. The candidate for the Head of the Base Unit is part of academic staff of the category "Professor" or holds the "Doctor of science" degree ("PhD"), obtained at the universities of OECD or EU member states. Where there are no candidates of this category, the lecturer may also candidate for the post, when he/she holds the "Doctor of science" degree.
10. The Head of the Base Unit shall exercise the following functions:
 - a) appoints the Heads of teaching-research groups/research groups. The procedure for their appointment is set out in the Base Unit Regulation;
 - b) directs the work on drafting the Base Unit Regulation;
 - c) coordinates, controls and manages the teaching process provided by the Base Unit;
 - d) promotes, coordinates, controls and manages the scientific-research activity of the Base Unit;
 - e) reports to the Deanery / Directorate of the Main Unit on the progress of the Base Unit activity;
 - f) forwards the decisions and proposals of the Base Unit to the Dean, as set forth in the PUT Regulation and Base Units Regulation;
 - g) prepares annual reports of teaching work, scientific-research and development of the Base Unit, based on reports of teaching-research groups/research groups, when they exist;
 - h) proposes an "ad hoc" commission for the selection of the winning students in the study programmes offered by the Base Unit and manages the selection procedure;
 - i) establishes commissions and working groups for specific issues, studies and activities of the Base Unit;
 - j) appoints the members and the coordinator of the Council of the Study Programme (CSP) for the compilation, review and reorganization of each study programme offered by the Base Unit;
 - k) proposes the members and the Chairman of the examination and graduation commissions;
 - l) proposes the members of the Base Unit to the "ad hoc" commissions for the recruitment of the academic staff.
11. The Head proposes the dismissal of the Base Unit administrator to the institution's administrator.
12. The Head of the Base Unit makes decisions and issues orders for its academic management and makes them public, within his competence.
13. The mandate of the Head of the Base Unit shall be four years. He serves in office for one mandate, with the right to be re-elected only once. Upon the end of his term, he continues to be a member of the Base Unit staff where he conducts his academic activity.
14. The mandate of the Head of the Base Unit ends:
 - a) when the mandate expires;
 - b) when he resigns;

- c) when he becomes physically or mentally unable to perform the function;
 - d) when there is evidence of serious violations of the law as defined in the legal framework in force.
15. In the event of the establishment of a new Base Unit at the PUT, its Head shall be appointed by the Dean for a mandate until the conducting of the elections of the Head of the Base Unit.
16. The relations of the Head of the Base Unit with other governing bodies and authorities, and the exercise of other functions, are defined in the Faculty's and PUT's Regulation.

Administrative authorities at PUT

The administrative governing authorities at PUT are: the Administrator of PUT and the Administrator of the Main Unit. The administrative authority is also the administrator of the Main Unit, when he exists.

Article 21

The Administrator of PUT

1. The Administrator is the highest administrative authority, and he is responsible for the financial well-functioning of PUT.
2. He is the legal representative of PUT on financial and administrative matters, as defined by the legal framework in force.
3. PUT Administrator shall be selected by open competition, according to the criteria set by ABPUT. ASPUT approves the list of candidates that meet the criteria.
4. PUT Administrator must have Higher Education, at least the "Master of Science" in law or economics and at least seven years of work experience in these fields. ABPUT may set other additional criteria.
5. ABPUT shall appoint PUT's administrator.
6. The Administrator may not perform any other academic or administrative function at PUT.
7. The Administrator shall report to ABPUT and ASPUT on his activity whenever required.

8. PUT Administrator performs the following functions:

- a) prepares the annual draft budget, based on the proposals of the Main Units and the Base Units, based on the strategic development plan of PUT and its mid-term budget plan;
- b) proposes the criteria for the administration of financial and material resources, which are submitted to ABPUT for approval and supervises their distribution and implementation;
- c) monitors and controls the implementation of PUT's annual budget in its subordinate structures;
- d) implements all ABPUT and ASPUT decisions of a financial and administrative nature;
- e) meets the requirements set forth by the Rector of PUT, in order to meet the academic, administrative and financial needs;
- f) submits to ABPUT and ASPUT a report on the financial activity of PUT at the end of the academic year;
- g) cooperates with other PUT's structures and authorities on day-to-day administration;
- h) proposes studies for the future development of PUT;
- i) participates in the organization of a market study of the services related to third parties that may be provided by the Base Units of PUT;
- j) bears responsibility for the financial administration of PUT under the legislation in force;
- k) appoints and dismisses the administrators of the Main Units and the Base Units after the approval of ABPUT;
- l) directs the recruitment procedures of administrative staff and service staff under with the provisions of this Statute and the procedures approved by the Board of Administration;
- m) represent the institution before state institutions or other entities for administrative and financial matters;
- n) signs documents compiled of administrative and financial nature, issued on behalf of PUT;

- o) supervises the implementation of legality in the financial and administrative activity of the institution within its competence;
 - p) oversees the implementation of Ethics Rules by the administration and takes appropriate disciplinary action against violations found by the Council on Ethics at PUT;
 - q) submits for approval to the Board of Administration the internal regulation, structure and criteria to appoint administrative staff ;
 - r) appoints and dismisses the administrative staff of PUT in accordance with the legislation in force;
 - s) approves the annual work plans of the units according to their structural and functional subordination and controls their implementation;
 - t) in collaboration with the academic and administrative structures of the university, the implementation of a medium-term/long-term plan is developed and pursued with precise tasks and time limits for generating alternative income, aiming at gradually increasing financial independence, by increasing the percentage of the university's income in its total budget.
 - u) proposes to the Board of Administration the change of the destination of funds from one spending unit to another, taking the opinion of PUT Rectorate;
 - v) reviews requests and approves redistributions within the same budget item of recurrent expenditure, without exceeding the budgetary limits approved by the Board of Administration;
 - w) exercises the functions and responsibilities of the Head of the Contracting Authority - Polytechnic University of Tirana, based on the legislation in force on public procurement;
 - x) the administrator may delegate one or more of his/her powers to subordinate authorities or structures, under the rules provided for in the Code of Administrative Procedures in the Republic of Albania;
 - y) issues orders and decisions in the function of directing the administrative and financial activity of the institution.
9. ABPUT dismisses PUT Administrator with 2/3 of the votes of its members.
10. The other functions of the Administrator are set out in PUT's and ABPUT's Regulation.

Article 22

The Administrator of the Main Unit at PUT

1. The Administrator of the Main Unit is the administrative governing authority responsible for its financial and administrative well-functioning.
2. The Administrator of the Main Unit shall be selected by competition under the procedures and criteria set by ABPUT.
3. The Administrator of the Main Unit must have a university degree, at least at the level of "Master of Science" in law or economics and at least five years of work experience in these fields.
4. The Administrator of the Main Unit may not perform any other academic or administrative function.
5. The Administrator of the Main Unit reports to the PUT administrator on his activity and informs the Head of the Main Unit on his activity.
6. The Administrator of the Main Unit proposes to dismiss the administrators of the Base Unit.
7. The functions of the Main Unit's administrator are:
 - a) performs the day-to-day financial administration of the Main Unit;
 - b) supervises and controls the financial activity of the Main Unit;
 - c) cooperates with the governing authorities and bodies of the Main Unit on the fundamental issues of its administration;
 - d) makes proposals for the strategic development plan of the Main Unit in cooperation with the Base Units;
 - e) takes part in the organization of a market study on services related to third parties that may be provided by the Base Units, part of the Main Unit;
 - f) compiles the annual draft budget of the Main Unit, based on the proposals of the Base Units;
 - g) bears responsibility for the financial administration of the Main Unit under the legislation in force;
 - h) supervises the implementation of legality in the financial and administrative activity of the Main Unit within its competence.
8. PUT administrator shall dismiss the administrator of the Main Unit upon ABPUT's approval.

9. Other functions of the administrator of the Main Unit are set out in the PUT's and ABPUT's Regulations.

Article 23

The administrator of the Base Unit at PUT

1. The existence of the Administrator of the Base Unit at PUT and his appointment shall be made under the provisions of the legal framework in force.
2. In the absence of the Base Unit's Administrator, his/her functions are performed by the Administrator of the relevant Main Unit.
3. The administrator of the Base Unit at PUT shall be responsible for its financial and administrative well-functioning.
4. The administrator of the Base Unit is selected by competition, according to the procedures and criteria set by ABPUT.
5. The administrator of the Base Unit must have a university degree, at least at the level of "Master of Science" in law or economics and at least three years of work experience in these fields.
6. The administrator of the Base Unit may not perform any other academic or administrative function.
7. The administrator of the Base Unit reports about his/her activity to the Main Unit administrator, the PUT Administrator, and informs the Head of the Base Unit about his/her activity.
8. The Head of the Base Unit or the Administrator of the Main Unit proposes to the PUT Administrator the dismissal of the Base Unit's administrator.
9. The functions of the Base Unit's administrator at PUT are:
 - a) performs daily financial administration of the Base Unit;
 - b) supervises and controls the financial activity of the Base Unit;
 - c) meets the requirements of the Head of the Base Unit to fulfil the academic, administrative and financial needs;
 - d) cooperates with the authorities and governing bodies of the Base Unit on the fundamental issues of its administration;
 - e) takes part in the organization of a market study on services related to third parties that the Base Unit may provide;
 - f) bears responsibility for the financial administration of the Base Unit under the legislation in force.

10. PUT Administrator shall dismiss the Base Unit Administrator upon the proposal of the Main Unit Administrator and by ABPUT's approval.

CHAPTER IV

PROPERTIES, FINANCING AND SERVICES IN PUT

Article 24

Financial autonomy of the Polytechnic University of Tirana

1. PUT operates in accordance with the principle of financial autonomy guaranteed by the right:
 - a. to generate legitimate income from teaching, scientific – research activities, intellectual rights, trademark and patent applications, services, artistic and sports activities, as well as other economic activities used in accordance with the legislation in force;
 - b. to receive funding from the state and other bodies;
 - c. to determine the internal rules for the financing, distribution and use of the incomes, according to the activities and needs of PUT;
 - d. to determine the study fees in accordance with the legislation in force;
 - e. to administer the tangible and real estate property that PUT lawfully possesses in accordance with its mission;
 - f. PUT may set different rates for the use of real estate property and intellectual property.
2. PUT drafts the mid-term budget which is part of the strategic development plan of the institution. This plan is updated every year.
3. All revenues generated are used by PUT and the unused portion of the proceeds is carried forward to the following year,
4. The use of PUT properties for personal gain is a serious legal violation.

Article 25

PUT funding resources

1. PUT is financed by:
 - a) the state budget;
 - b) students' tuition fees;
 - c) incomes generated by lifelong learning;
 - d) incomes for services rendered to public and private entities, authentic and foreign, as well as to students;
 - e) project opotence;
 - f) incomes generated from third-party relationships;
 - g) donations, gifts, inheritances;
 - h) incomes generated from scientific-research activity;
 - i) incomes generated from the lease of assets under management of PUT, to third parties, in the form of lease or other forms of contracting;
 - j) incomes from providing specialized services in all areas of PUT's expertise;
 - k) other legitimate sources of financing.
2. Incomes generated pursuant to paragraph 1 of this Article, in addition to revenues from the state budget, shall be deposited into the PUT account and used in the manner set forth in the Regulation adopted by the Board of Administration. "On the Creation and Use of Funds Raised by PUT Income".
3. Incomes generated from service, scientific-research activities, consulting, objections, consulting, designing and participating in research and development projects, from technology transfer, and any income generated by the activities of PUT Academic staff, is divided between Academic staff and PUT in accordance with the internal regulation on administration, finance and accounting at PUT.
4. Involvement of PUT Academic staff research, development and service for third parties should not prejudice planned teaching and research activity.

Article 26

Study fee

1. Within the framework of financial autonomy, the PUT has the right to set the study fees in accordance with the legislation in force.
2. The tuition fee includes the registration fee and tuition fee.
3. The study fee is approved by decision of the Board of Administration, after obtaining the preliminary opinion of the Academic Senate of PUT, for each study

programme, on the basis of proposals of the Main Units, in accordance with the legislation in force.

4. Exemption from the tuition fee for students pursuing a study programme in the first cycle as well as as integrated study programme are made with a DCM for students who do not have the financial means to afford them.
5. The exemption of reduction from the annual tuition fee for students attending the second cycle and who do not have the financial means to afford the cost of studies, shall be decided by Board of Administration, after the preliminary opinion of the Academic Senate has been obtained.

Article 27

Distribution of income generated by PUT

1. ABPUT, on the proposal of the PUT Administrator, decides on the distribution of the revenues generated by PUT, on the basis of requests and contributions of the Base Units and in accordance with the applicable legal framework.
2. ABPUT shall supervise the use of funding sources in accordance with the applicable legal framework.

Article 28

Distribution of income generated by the State Budget

1. State Budget funds are distributed in the form of a grant, according to the following categories:
 - a) Development policy grant for public Higher Education Institutions, which includes:
 - Institution Support Fund and Academic Infrastructure;
 - Competitive projects fund for the development of the institution
 - b) Teaching grant includes:
 - PUT fund
 - Student's support fund
 - c) The grant for research and creative activities includes funds for scientific research.

Article 29

Drafting PUT budget

1. The structure of drafting the PUT budget is done according to the model of the State Budget set out in the respective instruction of the Ministry of Finance and Economy.
2. The annual draft budget is prepared by the Administrator, based on the proposals of the Main Units and the Base Units, based on the strategic development plan of PUT and the mid-term budget plan.
3. The annual draft budget is detailed for each Main and Base Unit of PUT.
4. The annual and mid-term budget of PUT shall be approved by the Administration Board on the proposal of the Academic Senate.

Article 30

Properties under PUT administration

1. PUT shall exercise its real estate activity, which has been transferred to its administration by decision of the Council of Ministers.
2. PUT has the obligation to preserve and maintain the properties under administration.
3. PUT shall have the right to create and administer the real estate in the function of its interest.

Article 31

Internal audit

1. The Internal Audit is an independent activity that provides objective assurance and provides management advice, designed through a disciplined and systematic activity to add value and improve the activity of the Polytechnic University of Tirana.
2. The Internal Audit Unit at Polytechnic University of Tirana has organizational and functional dependence on the Board of Administration and reports directly to the Board of Administration. BOAPUT may require additional internal audits.
3. The organizational status, purpose, mission, objectives, accountability and responsibilities of the internal audit unit are set out in the Internal Audit Charter of the Polytechnic University of Tirana, which is approved by the Board of Administration.

Article 32

Services in PUT

1. PUT, through its constituent units, provides services at national level and to third parties in support of its development.
2. The services shall be provided in accordance with the terms and conditions set forth in the contract concluded between PUT and the interested parties.
3. Service charges shall be approved by the Board of Administration, on the proposal of the Administrator of the Institution, as required by the Main and / or Base Units.
4. The forms of services, their design and implementation are set out in the “PUT Regulation”.

CHAPTER V

Article 33

PUT staff

1. PUT staff consists of Academic staff, Assistant Academic staff and Administrative staff.
2. PUT staff may be employed by contract, of indefinite or fixed duration, as well as on a full-time or part-time basis.

Article 34

PUT Academic Staff status

1. The Academic staff has special status and treatment consisting on academic freedoms, economic and financial rights, obligations and responsibilities, as well as legal and civil guarantees for their implementation.
2. The Academic staff owns academic freedom in the following areas of its activity:
 - a) Teaching;
 - b) Research work;
 - c) Institution contribution;
 - d) professional contribution.
3. Academic freedom is exercised in the context of pedagogical and scientific responsibility and does not imply the exclusion from the evaluation of the performance of Academic staff. Academic staff cannot be penalized because of their

attitudes toward institution policies. In all cases, the Academic staff shall act within the norms of Ethics, in compliance with PUT and the applicable legal and sub-legal framework.

4. Academic staff may not be removed or replaced, without its approval, while carrying out scientific - research work on a project pursued by it, except in cases of serious violations established by the Labour Code and other interior acts of the Higher Education Institution.
5. Academic staff, within effective working hours, may perform academic, scientific tasks or institutional support to third parties, in accordance with the Statute and Regulations of PUT.
6. The Academic staff, full-time or part-time, may not perform any administration function at PUT, except when is elected as a member of ABPUT.
7. PUT guarantees the creation of conditions for the free development of academic careers for all its Academic staff, in accordance with its mission and institutional policies.
8. The Academic staff loses status when the contract is solved/terminated.
9. The Academic staff may be assisted financially in the event of illness or disaster when they are not covered by the provisions of the applicable legal framework, in accordance with PUT opportunities.
10. If a member of the Academic staff determines that his/her academic freedom, professional dignity has been violated or has an unethical attitude towards him/her, he/she shall address to the PUT Ethics Council on this matter.

Article 35

Academic staff

1. The Academic staff at PUT has the following basic rights:
 - a) To advance in his academic career in accordance with the applicable legal framework;
 - b) be trained, qualified in academic and research institutions, at home and abroad, in accordance with his/her profile;
 - c) to exercise freedom of expression;
 - d) to elect and be elected in the bodies of the Polytechnic University of Tirana, carrying out electoral activities in accordance with the relevant Statute and Regulations of PUT;
 - e) to publish the results of research and creative work, within the definitions related to the use of intellectual property rights;
 - f) to participate in teaching, research and development services of the institution;
 - g) to participate in various scientific activities at home and abroad in order to promote the scientific title/rank;

- h) to freely determine the methods of teaching process, within the curricula and in accordance with the PUT policies;
- i) to have a teaching load in accordance with the applicable legal framework and internal policies of the PUT;
- j) to receive remuneration for work performed on the basis of individual contributions;
- k) to preserve the workplace while doing research in a project pursued by it;
- l) to perform high duties in the public administration for no more than five years without interruption, maintaining his status;
- m) to file a complaint at the Council of Ethics, if it finds that his or her academic freedom has been violated, or is shown an unethical attitude towards him/her;
- n) to have annual leave of no less than 40 working days.

2. The Academic staff of PUT has these main tasks:

- a) to recognise, respect, enforce and act in accordance with the Constitution and applicable legal framework;
- b) to respect the time spent in teaching and scientific research, according to the working hours and use it for the performance of the assigned tasks. Working and teaching time is determined by the employment contract in accordance with the applicable legal framework;
- c) to enhance professional and academic skills and to participate in training activities for this purpose;
- d) not to seek or receive any material benefit for the performance of his academic duties, with the exception of salary and other remuneration, in accordance with the applicable legal framework and the Regulation of PUT;
- e) to regularly attend meetings of the bodies and committees of which he is a member;
- f) to comply with the general and specific orders and instructions of the employer;
- g) to protect the legitimate interests of the institution, to maintain confidential data of PUT in accordance with the applicable legal framework and the Regulation of PUT;
- h) take full responsibility for his actions while performing his duties as Academic staff in PUT;
- i) to apply the institutional ethics in compliance with the PUT code and the professional figure when conducting academic activity.

3. Other rights and obligations of the Academic staff at PUT shall be determined in accordance with the applicable legal framework and the PUT Regulations.

Article 36

PUT Academic staff categories

1. The academic and research-oriented PUT Academic staff performs several types of activities that are divided into:
 - a) teaching and counseling activities for students;
 - b) scientific research activities;
 - c) supporting activities for the development of PUT and services for third parties;
 - d) other activities (technology transfer and innovation).
2. PUT scientific research-oriented Academic staff performs several types of activities that are divided into:
 - a) scientific-research activity;
 - b) teaching and counseling activities for students;
 - c) supportive activities for the development of PUT and services for third parties;
 - d) other activities (technology transfer and innovation).
3. The Academic staff of PUT according to the role and activity it performs is divided into the following categories:
 - a) Professors;
 - b) Lecturers;
 - c) Assistant-Lecturers;
4. The category “Professors” includes members of Academic staff, subject or module leader and leader of the scientific - research activity. Members of the Academic staff of this category hold the academic titles “Professor” or “Associate Professor”. This category is employed on contract with indefinite duration.
5. The category "Lecturers" includes members of the Academic staff who conduct teaching and research activities. This category includes members of the Academic staff holding the "Doctor" degree, having at least three years of teaching and research experience, before or after earning this degree, and meet the criteria set forth in the Statute of the Higher Education Institution. This category is employed on a contract of indefinite duration.
6. The category “Assistant Lecturers” includes members of Academic staff who conduct teaching-research activities. Assistant lecturers must have at least a Master of Science degree and meet the criteria set out in the statute of the Higher Education Institution. The assistant lecturer is hired on a fixed-term contract.
7. Academic staff, engaged in teaching, must have at least a subsequent cycle qualification.
8. The teaching load rate for each category of PUT Academic staff is determined by ASPUT taking into account the proposals coming from the Main Units of PUT, in accordance with the applicable legal framework.
9. The academic overload of each category of PUT Academic staff is determined and awarded in accordance with the applicable legal framework and PUT Regulations.
10. The total number of PUT staff is proposed by ASPUT and approved by ABPUT.

Article 37

Contribution of Academic staff in management structures of PUT

The Academic staff of the category "Lecturer" or "Professor", with at least 10 years of full-time work experience at PUT, may be engaged for a fixed time, maintaining its status in the management structures of PUT, in accordance with his organigram. In this case, his teaching and research load may be reduced and specified in the act of his appointment. The salary level is proposed by the Rector and approved by ABPUT.

Article 38

PUT Academic staff Titles

1. PUT promotes and gives academic titles of "Professor" and "Associate Professor". This right of PUT comes from the fulfillment of legal criteria, since it:
 - a) continuously conducts academic and research activities for more than ten years;
 - b) is an accredited institution;
 - c) employs as Academic staff of more than eighteen full-time Academic staff members who hold the title "Professor", with an indefinite duration contract, and there are five full-time lecturers holding the title of "Professor" in each Main unit. Full-time professors holding the title of "Professor" in the Main Unit are considered Academic staff who actively participate in the study and / or research programmes of the respective unit;
 - d) meets other additional criteria, in accordance with the applicable legal framework.
2. PUT financially supports the Academic staff in publications and participation in scholarly activities with the aim of advancing his/her academic career.
3. The Academic staff holding the title of "Professor" after retirement, in appreciation of outstanding academic activity, on the proposal of the Base Unit where he has developed his academic career and by decision of the Academic Senate, is granted the title "Professor Emeritus".
4. The procedure for the promotion and award of academic degrees is set out in the PUT and the PCPAT Regulation.

Article 39

The invited Academic staff in PUT

1. For the needs of the teaching process, the Base units of PUT have the right to apply for contractual employment for short periods of time. Researchers or personalities in the corresponding field, native or foreigners.

2. The selection of the invited Academic staff is done by combining the needs of the Base Unit for teaching or research activities with their level of qualification.
3. The contract is signed by the Rector, stipulating all the elements contained in the applicable legal framework. Other selections and employment criteria, as well as the procedures referred to in section 2 and 3 of this Article, shall be set out in the PUT Regulation, in accordance with the applicable legal framework.
4. The specific selection criteria is set out in the PUT basic Regulations.
5. The expenses and amount of remuneration for the invited academic staff shall be determined by ABPUT and shall be afforded by the income of the Main Units where they conduct their academic activity.

Article 40

Sabbatical Academic Year at PUT

1. The Academic staff of the category “Lecturer” and “Professor” at PUT, with the approval of the Base Unit where he / she conducts his / her academic activity, has the right to break for a period of up to one year, once every 7 years, to work in order to increase his/her academic level.
2. During this period, no teaching or research assignments shall be assigned to such Academic staff. He/she can also attend qualification courses outside the PUT.
3. The candidate submits to the Base Unit the application for the sabbatical year and his work programme for academic progress. Based on this program, the Base Unit approves or does not approve of the required sabbatical year.
4. The Head of the Main Unit shall forward to the Rector for decision making, the approval of the Base Unit for the sabbatical year. The Rector makes a decision and signs the relevant agreement in case of approval.
5. At the end of the sabbatical year, the candidate is required to submit a final report of completed work and the results of his/her academic progress to the Base Unit and a copy thereof to the Dean / Director of the Main Unit.

Article 41

Assistant Academic Staff at PUT

1. The Assistant Academic staff is divided into Assistant Academic staff of a teaching character and Assistant Academic staff of administrative character.
2. The Assistant Academic staff of teaching and / or research character assists in the realization and support of teaching and / or research activities. It is part of the Base Unit and serves to support the latter's activities. This category includes:
 - a) Laboratory technician;
 - b) technicians.

3. The Assistant Academic staff of administrative character shall assist in the realization and support of teaching and / or research and / or development activities of the Higher Education Institution at the Base Unit level, Main Unit level or institutional level.

Recruitment of Academic and Support Academic staff at PUT

Article 42

Hiring Academic staff

1. The eligibility criteria for full-time and part-time Academic Staff are determined by the Base Unit where they will serve and are approved by the Rector of PUT. The general employment criteria are set out in the PUT Regulation, while the specific ones in the Base Unit Regulation.
2. Full-time Academic staff at PUT must have an overall weighted grade of higher studies of both cycles or either the integrated cycle, at least 80/100.
3. Part-time Academic staff at PUT must have an overall weighted grade of higher studies of either cycle or integrated cycle, at least 75/100.
4. Jobs for full-time Academic staff are awarded through competition. The competition at PUT will be chaired by an ad-hoc committee, made up of a majority of representatives of the relevant Base Unit.
5. The ad-hoc committee for the selection of full-time Academic staff shall consist of five members, of whom:
 - three members are designated by the Base Unit where the employment will take place;
 - one member is appointed by the Head of the Main Unit;
 - one member is designated by the Directorate of Human Resources of PUT.
6. The members designated by the Base Unit shall have not less than 7 years of experience working at PUT. At least one of them must have expertise in the academic field where the candidate will be employed.
7. The Base Unit shall forward the proposal to the members of the ad-hoc committee for the selection of full-time Academic staff to the Dean / Director of the Main Unit, who shall attach the proposal to the representative of the Main Unit and forward them to the Rector of PUT.
8. The Rector of PUT, upon the proposal of the Principal Unit and that of the Directorate of the Human Resources of PUT, approves the ad-hoc committee.
9. The recruitment procedure for Academic staff at PUT goes through the following stages:
 - the Base Unit defines the specific needs and criteria for the vacancy;
 - the ad-hoc committee evaluates and lists the candidates for the position in question and forwards it to the Rector of PUT for approval;

- The Rector of PUT announces the winning candidate and concludes his/her employment contract with him/her.
- 10. The procedure for hiring part-time Academic staff is determined by the Directorate of Human Resources of PUT, based on the proposals of the Base and Main Unit of PUT and approved by the Rector.
- 11. In accordance with this procedure, the Base Unit, which will employ part-time Academic staff, establishes an "ad-hoc" committee consisting of three of its members, who must have experience of not less than 5 years of work at PUT, and forwards it to the Head of the Main Unit.
- 12. The ad-hoc committee evaluates and lists the candidates for the job in question and transmits its decision to the Head of the Main Unit.
- 13. The Head of the Main Unit shall forward the decision to the Rector of PUT for the announcement of the winning candidate and the conclusion of the employment contract with him/her.
- 14. The detailed procedure for hiring Academic staff at PUT is set out in its Regulation.

Article 43

Hiring of Support Academic staff

1. The eligibility criteria for Support Academic Staff are determined by the Base or Main Unit where he or she will serve, and are approved by the Rector of PUT.
2. The rules and procedures for the selection of members of the ad-hoc committee as well as the selection of Support Academic Staff shall be in accordance with the provisions of the Regulation for the employment of Support Academic staff.

Article 44

Other Provisions

1. The Rector of PUT makes the final approval of the winning candidate and concludes the contract with him, in accordance with the applicable legal framework.
2. Full-time Academic staff employed in a Higher Education Institution may not be employed as full-time Academic staff in another Higher Education Institution at home and abroad. He can only work part-time in another Higher Education Institution, with the approval of the Head of Unit and the Rector, as well as in agreement between institutions.
3. The participation of Academic staff in projects, consultancy, publications and services carried out at the PUT, where he is a full-time employee, shall not be considered as part-time employment within the institution.

Article 45

Employment duration of the Academic staff at PUT

1. PUT Academic staff of the category "Lecturer" and "Professor" shall serve in accordance with the provisions of the applicable legal framework, unless, at his request, he is dismissed. Based on the needs of PUT and with his consent, he may serve in the office thereafter, through contracts renewable up to one year, subject to the following:
 - a) when the teaching load is high and there is a shortage of qualified Academic staff to cover the standard of study programme offered at PUT;
 - b) when he is a member or leader of a research project underway.
2. The Academic staff may hold senior positions in national or foreign public administration for no more than 5 years without interruption or in the institutional support of PUT for a specified period, while maintaining its status. In order to preserve the job, according to the academic profile, a special agreement is signed with the Rector of PUT. After this period, the member of the Academic staff shall, at his request, return to his or her previous job or equivalent position.
3. The Academic staff of the category "Professor" may be temporarily suspended from the Higher Education Institution for a maximum period of 5 years to engage in important state and political duties. For the period of termination, he may be replaced by Academic staff employed on a fixed-term contract. Upon completion of the assignment, upon his request, the member of the Academic staff is returned to the previous job or equivalent position.
4. PUT, in accordance with the applicable legal framework and its internal needs, concludes contracts with the Academic staff holding the title "Professor Emeritus", after obtaining ABPUT approval.
5. The Academic staff terminates their employment when they do not fulfill their obligations under the contract, when they violate the Statute and / or Regulation of PUT, in accordance with the applicable legal framework. Disciplinary measures and procedures are set out in the PUT Regulation.

Article 46

Administrative Staff at PUT

1. The categories of Administrative Staff and salary levels shall be approved by ABPUT in accordance with the applicable legal framework.

Article 47

Hiring Administrative Staff in PUT

1. The hiring of Administrative Staff at PUT is done through a public competition.

2. The employment criteria are set out in the ABPUT Regulation, based on the needs of PUT.
3. The competition for the employment of Administrative Staff at PUT shall be governed by an “ad-hoc” committee, composed according to the provisions in the ABPUT Regulation.
4. The procedures for selecting the winning candidate refer to the employment procedures adopted by ABPUT.
5. PUT Administrator makes the final approval of the winning candidate and concludes the contract with him in accordance with the applicable legal framework.

CHAPTER VI

PUT STUDENT

Article 48

The Status of PUT student

1. Every person earns the status of a student by enrolling in PUT and loses it upon obtaining the relevant diploma or certificate, as well as in other cases of deregistration, in accordance with the PUT Regulation.
2. A student enrolled in a particular study programme at PUT, in a given year of that study programme, as well as in a particular academic year, is any person who fulfills:
 - the minimum academic requirements to pursue study in that study programme and in that year of study;
 - financial obligations in accordance with the applicable legal framework;

as well as someone who:

- has completed the registration form;
 - has submitted the required documentation to the teaching secretariat of the Main Unit where he / she will be studying;
 - has read the Statute and Regulations of PUT, as well as the Regulations of the Main and Base Unit, at which he will carry out his studies and accepted them by signing the last sheet of the registration form.
3. The list of academic obligations, registration, documentation and the standard students' registration form are provided in the PUT Regulation.

Article 49

The Rights of PUT Students

1. Students of PUT are entitled to:

- a) To be represented in the collegiate bodies of PUT in accordance with the applicable legal framework and this Statute.
- b) To receive a scholarship when they meet the conditions set out in the applicable legal framework as well as special remuneration, administered by PUT and approved by ABPUT.
- c) Express their opinions on the quality of teaching and the work of the Academic staff of PUT.
- d) Attend lectures, seminars / exercises and all other teaching-scientific activities organized in accordance with their status.
- e) Use the facilities in the libraries, computer rooms and other services that PUT offers to students.
- f) Organize their affairs at institutional, main or basic level.
- g) To be provided with a Student Card for each academic year, which is a unique document by which they receive reduced-price services in accordance with the applicable legal framework.
- h) The criteria and procedures for preparing and issuing the student card are determined in accordance with the applicable legal framework.
- i) The categories of services provided by state, public and private entities are defined by the applicable legal framework.

Article 50

Obligations of PUT students

1. PUT students are required to:

- a) to obey to the rules set out in the PUT Regulation, as well as the Main and Base Units where they conduct their studies;
 - b) to pay attention to studies and to participate in academic activities;
 - c) pay the tuition and service fees provided by PUT in accordance with the applicable legal framework;
 - d) abide by the Code of Ethics set forth in the PUT Regulation;
 - e) to pay due attention to the rights of staff and other students.
2. PUT students are responsible for the consequences that may arise from not knowing these obligations.

Article 51

Students' bodies at PUT

1. Students of PUT enjoy the right of their own bodies, which are independent and do not carry out political or party activities.
2. These bodies promote students' participation and coordinate their representation in the collegiate governing bodies of PUT, its teaching-research structures and its services.
3. Students' bodies at PUT operate in accordance with the applicable legal framework, their Statute and Regulation, at the institutional and / or Main and Base Unit level.
4. The modalities and procedures for their establishment, organization and operation shall be laid down in the Statute and Internal Regulations, which shall be drawn up in accordance with this Statute and the applicable legal framework.
5. PUT students' bodies express opinions and proposals on all issues of general interest to PUT, such as study plans and programmes, regulations for teaching activities, the right to study, the quality of services, the setting of tuition fees. and other financial contributions to students, the allocation of financial resources, the development of various cultural, artistic, sports activities, etc.
6. PUT supports its student bodies and can fund their activities with the approval of ABPUT.
7. PUT supports its student organizations and promotes in particular the organization of its "Alumni" graduates through the Directorate of Scientific Research and External Relations.

CHAPTER VII

ORGANISATION OF STUDENTS AT PUT

Article 52

Study Forms and admission in PUT

1. Study forms at PUT are:
 - a) Full-time studies;
 - b) Extended studies.
2. Extended studies at PUT are restricted and are provided only in:
 - a) one up to two year study programmes of a professional character;
 - b) study programmes of the second cycle “Professional Master”;
 - c) study programmes of the third cycle “Executive Master”.

Study programmes that give the right to exercise a regulated profession, are organised only in the form of full-time studies.

3. The proposal of each above mentioned study forms is done by PUT during the drafting/reorganisation of a study programme and is approved by the respective Ministry in accordance with the legal framework in force.
4. The number of students admitted at PUT in all the study programmes is set by decision of the Academic Senate of the Polytechnic University of Tirana (ASPUT). Students’ admission quotes at PUT, in all the study programmes, are decided by ASPUT, based on the recommendations from the Base Units, approval of the Main Units and ABPUT, in compliance with the state standards and the academic and administrative capacities. These standards are verified and certified by the Ministry responsible for Education.

Article 53

Study cycles and study programmes

1. PUT offers accredited undergraduate study programmes organized in modules and assessed by credits under the European Credit Transfer System (ECTS).
2. The normal amount of credits accumulated during one academic year by a student is 60 credits. One credit corresponds to 25 teaching hours for the student. During a year, the student's independent study hours occupy no less than half of the total 1,500 teaching hours of his / her work, which include both classes in auditorium and independent working hours.
3. The study programmes provided by PUT are organized and grouped into codes that identify similar areas of study at national level, in accordance with the legal framework in force. The content of those PUT study programmes offered by some other Higher Education Institutions in the same field of study cycle, and with the same designation have a similarity of at least 70%.
4. The study programmes at PUT are organized in three consecutive cycles: the first cycle, the second cycle and the third cycle, referring to levels 6-8 of the Albanian Qualifications Framework.
5. PUT may offer programmes of high professional character, of 1 or 2 year duration, referring to level 5 of the Albanian Qualifications Framework, in those engineering areas where state criteria and standards are met, in accordance with the Albanian labour market needs.
6. PUT offers continues training programmes in those engineering fields where state criteria and standards are met, according to the needs of the labour market.
7. Study programmes are compiled by the Main Units of PUT and approved by ASPUT, having undergone the process of evaluating the quality of curriculum design / reorganization in accordance with the state standards of quality, PUT's mission and strategy.
8. The elements constituting the study programmes offered by PUT are in accordance with the legal framework in force. Criteria, standards, details of study programmes and procedures for their design and reorganization are approved by ASPUT and are part of PUT Regulation.
9. PUT publicly announces on the official website of the institution and the Albanian Academic Network (AAN) portal, the opened and accredited study programmes prior to the start of applications for student admission.

Article 54

Study programmes of a professional nature

1. Post-secondary education, professional study programmes, referring to level 5 of the Albanian Qualification Framework, are organized in 60 or 120 credits. Their normal

duration is one or two academic years and upon completion, respective certificates of the field of study are issued such as "Professional Certificate" or "Professional Degree".

2. Credits taken during higher professional studies may be transferred to first cycle studies, referring to level 6 of the Albanian Qualification Framework, according to the study transfer criteria set out in the Study Regulation of PUT.

Article 55

First cycle study programmes

1. First cycle study programmes, referring to level 6 of the Albanian Qualification Framework, are organized with no less than 180 European credits (ECTS). Their normal duration is three academic years and upon completion, a Bachelor's degree is issued in the respective field of study.
2. Students of the first cycle study programmes graduate after a final examination or diploma thesis. The Regulation of the first cycle study programmes specifies the method of graduation, the criteria and the procedure of graduation.

Article 56

Second cycle study programmes

1. PUT offers second cycle study programmes, referring to level 7 of the Albanian Qualification Framework, as follows:
 - a) "Master of Science" study programmes, which provide graduates with in-depth theoretical knowledge as well as training in scientific research in a particular field. At PUT, these programmes are organized in two forms:
 - programmes are completed with not less than 120 credits following the first cycle of study and with a normal duration of two academic years;
 - integrated second cycle study programmes completed with 300 credits and a normal duration of five academic years. Integrated second cycle study programmes are offered in the fields of architecture and urban planning.
 - b) "Professional Master" study programmes equip graduates with in-depth, professional knowledge in a particular field. These programmes are organized in 60 or 120 credits and their normal duration is one year or two academic years.
2. Second cycle studies "Master of Science" and integrated programmes of second cycle studies are accomplished with a diploma thesis and upon their completion a diploma in "Master of Science" is issued in the respective field of study.

3. The studies of the second cycle of "Professional Master" are completed after the final exam or diploma thesis and at the end a "Professional Master" diploma in the field of respective studies, is issued. The average grade threshold that entitles the student to pursue a Master's degree programme by preparing and defending a diploma thesis is set out in the study programme Regulation.

Article 57

Third cycle study programmes

1. The third cycle of studies at PUT includes study programmes of "Executive Master" studies, long-term specialized study programmes and doctoral studies, referring to level 8 of the Albanian Qualification Framework.
2. "Executive Master" study programmes offer a high level of scientific and professional education. Their usual duration is one or two academic years and they are organized in 60 or 120 credits respectively. They conclude with a diploma thesis and upon completion students are issued an "Executive Master" degree in the respective field of study.
3. Specialized long-term study programmes are professional education programs in the fields of engineering that open in accordance with the labour market requirements and provide knowledge of specific professions. They last for not less than two academic years and are organized in not less than 120 credits. They are completed after a final exam or a diploma thesis and upon completion of the studies a "Specialization diploma" is issued in the relevant field of the study program.
4. Doctoral study programmes are offered in all engineering fields covered by PUT.
5. Doctoral studies are set up based on individual programmes for independent training of the candidates in scientific research in the areas designated by the Departments or Faculties of PUT. Scientific research and creative activities are the basis. Doctoral studies last not less than three academic years and no more than five academic years. Upon completion of the doctoral studies, a "Doctor" scientific degree diploma is issued. The criteria for the annual evaluation of the candidates' performance and the continuation of work for the development of the research project are set out in the Regulation of the doctoral study programme.
6. The elements constituting the third cycle study programmes at PUT, the criteria, standards and procedures for their drafting / reorganization, shall be in accordance with the legal framework in force, approved by ASPUT and shall be part of PUT Regulation.
7. The organization of these programmes and their quality control are set out in the respective study regulations.

Article 58

Joint Study Programmes

1. The Main Units of PUT can provide joint study programmes of the first cycle, the second cycle and the third cycle, in cooperation with one or more other Higher Education Institutions, public or non-public, at home or abroad.
2. The process of implementing joint programs may be carried out at PUT, at one or more participating institutions, in accordance with the collaboration agreement.
3. Upon completion of studies, a joint, double or multiple diploma is issued by PUT and other participating institutions.
4. Other standards rather than the State ones may be applied in the implementation of joint study programs with foreign Higher Education Institutions.
5. PUT may organize with foreign Higher Education Institutions, delocalized training, on the basis of an “ad-hoc” agreement, which shall be approved by ASPUT and ABPUT.

Article 59

Doctoral studies

1. PUT provides doctoral studies based on research projects and development of the Base and Main Units of PUT.
2. PUT specifies in its Regulation, with the approval of ABPUT, the financial coverage of the doctoral programmes that are implemented by its Base or Main Units.
3. For the completion of doctoral studies, the doctorate may also receive funds from other public / private entities or be self-financed.
4. Doctoral studies are done full-time at the Main Units of PUT, or with extended time in those cases when the doctorate is employed as academic staff in another Higher Education Institution, or when the candidate is part of a research staff in an institution of basic and applied research.
4. When doctoral studies are done at PUT in collaboration with another Higher Education Institution, part of the research process may be conducted in the participating institutions.
5. The number of doctoral students is determined by the Base Unit and the research project of each doctorate is determined depending on the research projects of the latter.
6. Doctoral Mentors must hold the title of 'Professor' or 'Associate Professor' and may mentor, respectively, a certain number of PhD-s at a time.
7. The number of PhD students, who are mentored at the same time by PUT's academic staff pertaining to the category of "Professors", in all Higher Education Institutions at home and abroad where he/she is engaged, is defined in the Code of Quality Assurance in Higher Education and the legal framework in force.

8. In cases when part of the doctoral studies is carried out in a Higher Education Institution which is a state member of the European Union, USA and Canada, the co-mentor in the host institution may have a PhD degree.

Article 60

Study programmes of continuous education

1. PUT offers study programmes of continuous education as a form of learning during the whole life. These programmes serve to increase, deepen and consolidate knowledge and are provided as training and retraining courses, summer schools and similar activities. They serve to enhance the qualification and professional skills of individuals.
2. The structure of these programmes, their duration and their credits, shall be determined independently by the responsible Main Units in co-operation with the line Ministries, if they have jurisdiction, under the legal framework for regulated professions, approved by ASPUT and made public by the respective Main Units.
3. Upon completion of these programmes, qualified individuals are issued with the respective certificate, signed by the Dean of the Faculty and the Rector of PUT. In order to obtain a certificate, at the end of a continuing education programme, the student shall take the required number of credits. These are determined by ASPUT on the basis of the proposal of the respective Base Unit. Certificates issued are registered in accordance with the legal framework in force.
4. The Main Units of PUT may also offer preparatory courses for the study programmes they organize.

Article 61

Admissions in the Study Programmes at PUT

1. Admission to the first cycle study programmes and to the integrated second cycle study programmes is possible for any candidate who has successfully completed the secondary education cycle and who meets the state criterion / criteria in accordance with the legal framework in force. The responsible Base Unit may set additional admission criteria for the selection of candidates, which are proposed by the Base Units responsible for the study programme and approved by the Academic Senate.
2. Admission to second cycle study programmes is possible for candidates who have completed at least one first cycle study programme and meet the admission criteria set by the departments and approved by the Deanery of the Main Unit.
3. PUT may recognize credits obtained in the second cycle of "Professional Master" study programmes, aiming at transferring them to the "Master of Science" study programmes, respecting the procedures and requirements of the curriculum development and teaching regulations, as well as the legal framework in force.

4. Admission to third cycle study is possible for candidates who have obtained a “Master of Science” degree or other equivalent degree and meet the admission criteria set by the Base Units, in accordance with the state standards of quality and approved by ASPUT.
5. The criteria are made public on PUT’s website and made available to the Educational Services Centre and the Ministry responsible for education, in accordance with the legal framework in force.
6. An admission criterion for a “Master of Science” second cycle study programme and a third cycle study programme is knowledge, by the candidate, of one of the five foreign languages of the European Union: English, French, German, Italian, Spanish. The level of foreign language proficiency is approved by ASPUT in accordance with the legal framework in force. If the individual has a degree in a study program conducted in one of these languages, the degree earned serves as evidence of meeting this criterion.
7. At the beginning of the academic year, PUT sends the list of all students enrolled in the first, second and third cycle study programmes to the Educational Services Centre.
8. The list of graduates in third cycle study programmes is transmitted by PUT to the Ministry responsible for the reflection in the state register of scientific degrees and academic titles.

Article 62

Study transfer

Recognition and Equivalence of Study Period

1. PUT offers opportunities for credit recognition and transfer of studies, between programmes of the same study cycle, within PUT or from different institutions of Higher Education, both at home and abroad. The study period and study programme obligations, repayable in other domestic or foreign institutions, are recognized and converted by PUT.
2. Transfers are made within the same course of study and within the same or similar fields of study and only at the beginning of the academic year. PUT offers the possibility of transferring studies from programmes of previous undergraduate systems at PUT in study programmes of the first or second cycle. Departments and faculties determine the similar areas of study that are allowed for the transfer of studies regarding the study programmes under their responsibility.
3. Criteria and procedures for the recognition of credits and transfer of studies are set out in the study regulation, in accordance with the legal framework in force. The decision on full or partial recognition of the credits taken by a transfer student for the purpose of continuing studies at the host Higher Education Institution is up to the respective commission set up by the department or faculty of PUT.

Article 63

Attending a Second Study Programme

1. At PUT, every individual who has completed a study programme has the right to attend a second study programme of the same cycle. In this case, the candidate affords the full cost of the studies. Excellent students are exempt from this rule.
2. The basic criteria and procedures for admission to a second study programme are set out in the PUT study Regulation. The Main Units responsible for the study programme may determine other specific criteria, which must be approved by PUT's Academic Senate.

Article 64

Academic Year and the Organisation of Teaching

1. Studies at PUT are done in academic years. The official start date of the academic year is announced by the Minister in charge of education.
2. The academic year is organized in two semesters. The semester has at least 14 weeks of instruction. The weekly workload in auditorium is at least 20 hours of lectures, seminars / exercises, laboratories with a reflected structure in the respective study programmes. The organization of teaching, exam session, diploma presentation session is displayed in the teaching structure, which is approved by the Rector. The organization of the teaching process for each study programme is specified in the teaching schedule, which is announced by the Dean of the Faculty.
3. Attendance of the teaching process, according to the type of teaching activities in auditorium and the study cycle, is mandatory to a certain extent, which is specified in the study Regulation in accordance with the legal framework in force.
4. The organization of teaching in the case of joint diplomas at PUT with foreign institutions of Higher Education shall be carried out in accordance with the laws and bylaws that determine the activity of the institutions engaged in these studies.

Article 65

Study Language

1. Study programmes at PUT are normally offered in Albanian. In special cases and in the specific case of joint study programmes or delocalized programmes offered by foreign Higher Education Institutions, the language used may also be one of the official languages of the European Union, approved in the Act of the opening of the study programme.
2. In the case of study programmes offered in a foreign language, students must demonstrate knowledge of the respective foreign language at the level required by ASPUT in agreement with foreign Higher Education Institutions.

Article 66

Duration of Studies

1. The maximum duration of studies in a study programme may not be more than twice the normal duration of study offered by the programme, without taking into consideration the suspended period of studies completed by the student.
2. Generally, PUT gives to those students who fail to complete their studies within the maximum duration of the programme, the opportunity to apply to resume their studies in the same study programme or another one. The student is subject to the criteria and procedures announced for enrolment in the respective study programme. PUT provides them with the possibility to recognise and transfer the credits taken by the student during the previous study period. Recognition and transfer of studies is done with a decision of the department / faculty that admits the student according to the criteria set in the study Regulation.

Article 67

Diploma and Certificate Issuing and the Diploma Supplement

1. Upon completion of the study programme, PUT shall equip the student with the relevant diploma or certificate. ASPUT shall adopt the form, constituent elements and model of the diplomas and certificates being issued in accordance with the legal framework in force.
2. Diplomas issued upon completion of the first and second cycle study programmes as well as of the third cycle “Executive Master” shall be accompanied with a diploma supplement.
3. Any form of diploma and certificate, prior to being issued by PUT, shall be registered in the State Register of Diplomas and the Certificate State Register of Higher Education and Research Studies held at the Educational Service Centre.
4. PUT does not issue a diploma duplicate, but may issue a “Diploma Certificate”, a diploma-equivalent document containing the same identifying elements of the diploma.
5. The diploma supplement is designed in accordance with the requirements of the European Higher Education Area. It describes in particular the nature, level, content and results of the studies carried out by the diploma holder and the field of employment. The content and form of the diploma supplement are set out in the regulation of studies in accordance with the legal framework in force.

CHAPTER VIII

ORGANIZATION OF SCIENTIFIC RESEARCH SCIENTIFIC GRADES AND ACADEMIC TITLES AT PUT SCIENTIFIC RESEARCH AT PUT

Scientific research at PUT is based on the strategic priorities and the interests of the country's development and is merged with teaching, aiming at enhancing the quality of academic offer.

Article 68

Scientific research and development at PUT

1. Research and development activities at PUT relate to:
 - a) the creative work undertaken on a systematic basis at the Main Units of PUT in order to broaden the knowledge;
 - b) participation in national and international research programmes, conferences, seminars, congresses, workshops, etc;
 - c) publication of monographs and articles in periodicals or series of scientific publications with evaluation and management board;
 - d) participation in boards of scientific journals;
 - e) mentoring PhD-s.
2. Scientific research at PUT is a basic and implemented activity of wide public interest, undertaken to fulfil the mission of its Base Units, in compliance with modern standards.
3. Basic scientific research implies proper, complementary studies and further supplements for unsolved problems, in the areas of activity of the Base Units, which aim to achieve the pace of contemporary theoretical development at home and abroad.
4. Applied scientific research is a research activity aimed at practical and specific solutions and associated with modern technological innovations in analytical form, monitoring surveys, information processing, etc., in order to guarantee their quality and reliability.
5. Achievements in basic and applied research increase the degree of qualification of the academic staff and create material resources for its further development.
6. Achievements in research, through incorporating into the curricula, methods, research methods as well as modern technologies, are constantly updated with scientific knowledge and advanced practices.

Article 69
Scientific Research Structures in PUT

1. The scientific-research activity at PUT is performed in:
 - a) the Base Units of the Faculties;
 - b) the Base Units of Research and Development Institution.
2. The Base Units of the Faculty and the Institute of Research and Development at PUT:
 - a) develop their activities in accordance with the mission and priority areas of research, technology and innovation, as well as with regional, national and international development programmes;
 - b) are subject to the funding criteria for research activity outlined in this Statute and in the legal framework in force;
 - c) must make their activity and the respective results public, except in special cases, which are regulated by the legal framework.
3. The Main Units of PUT carry out basic or applied research activities through national and international research projects and other creative activities specified in this Statute, in accordance with its specific nature and objectives and the legal framework in force.
4. The research activity carried out at PUT aims to enhance the quality of education through its integration with teaching.
5. Academic staff and students gain through scientific research, effective methodological skills for independent research, serving to their professional and sustainable development and their academic career.
6. Scientific research and creative work are regulated in accordance with the legal framework in force and this statute.
7. The research activity at PUT is carried out on the basis of programmes and projects approved and implemented in the Base Units, Main Units and interdisciplinary structures.
8. The research areas and main directions of the research activity are defined by ASPUT in the strategic plan of PUT on the basis of proposals from its Base and Main Units.
9. PUT designs / implements research programmes and projects in collaboration with other public or private institutions, at home and abroad.
10. PUT provides services to third parties through research, development and creative activities. The income generated from these activities is administered by the Base or Main Unit that carries out the activity and is shared between PUT's academic staff performing the activity, in accordance with the Regulation adopted by ABPUT.
11. The Base Units of PUT, within the first month of each calendar year, compile the annual report of the research activity carried out.

Article 70

Planning and Financing of Scientific Research

1. The Main Units of PUT, based on the requirements of the Main Units, draft a mid-term development plan on the basis of which annual programmes are developed by establishing and setting fair relations between teaching and research in accordance with the mission they have.
2. The research activities of PUT are based on the mid-term budget plan, part of the strategic plan of PUT and are updated annually.
3. The research activities of PUT shall be financed by the state budget in accordance with the legal framework in force and other lawful financings by public or private entities / institutions.
4. The request for funding of the annual base research programme implemented by the state budget shall be made by the Base Units in accordance with the legal framework in force and Regulation of PUT.
5. The Base Units of PUT, each year, within October submit to the Directorate of Scientific Research the plan for scientific-research activity for the following year.

Article 71

Scientific-Research Projects

1. The main form of carrying out the research activity is the project.
2. PUT academic staff, in accordance with priority areas of scientific research, technology and innovation, as well as country development programmes, are free to group and design national and international research projects:
 - a) inside and outside the Base Units of PUT;
 - b) in cooperation with other public or private institutions, at home and abroad;
 - c) follow legal procedures for their review and approval and make available their implementation to the required quality.
3. The Heads of Main Units, in co-operation with the Rectorate of PUT, shall take administrative measures for the timely design and implementation of the tasks foreseen in the scientific research and financing of approved project in accordance with the development objectives, their objectives and their expected results.
4. The procedures for the design and implementation of research projects at PUT are set out in its Regulation.

Article 72

Evaluation of Scientific Research Activity

1. PUT establishes criteria for the annual evaluation of the performance of its academic staff and the continuation of research activity.
2. The scientific-research activity of the academic staff at PUT shall be assessed in accordance with the provisions of the legal framework in force and PUT Regulation.

Article 73

Scientific Research Database at PUT

1. Scientific research data for PUT are collected as standardized statistical data and stored in an "ad hoc" database.
2. PUT Scientific Research Database is administered and updated by PUT Scientific Research Directorate, which includes:
 - a) a list of doctoral thesis and related abstracts in one of the five languages of the European Union: English, French, German, Spanish, Italian;
 - b) a list of second and third cycle diploma thesis defended and relevant abstracts in one of the five European Union languages: English, French, German, Spanish, Italian;
 - c) a list of up-to-date scientific research of the academic and research staff of the Faculties and the staff of the Research and Development Institute.
3. The database of all funded projects, in the framework of national and international research and development programmes is administered and made public by PUT.

SCIENTIFIC DEGREES AND ACADEMIC TITLES

The mission of PUT is to train senior specialists and train young scientists, in line with the country's development priorities, contributing to the increase in standards of well-being and democracy in the Republic of Albania, by awarding a "Doctor" degree and academic titles "Associate Professor" and "Professor", in accordance with the legal framework in force.

Article 74

Admission in the Doctoral Study Programmes

1. Admission to the doctoral study programme is possible for candidates who have obtained a "Master of Science" degree or an equivalent degree and met the admission criteria set out in PUT Regulation.

2. Admission criteria and enrolment in the doctoral programmes are determined by the Base Units, in accordance with state quality standards, the legal framework in force. The criteria are made public by PUT.
3. The admission criterion for the doctoral study programme is knowledge by the candidate of one of the five foreign languages of the European Union: English, French, German, Italian, Spanish, certified through internationally recognized tests at a level set by the legal framework in force.
4. The diploma gained by the candidate in a study programme done in one of these languages shall serve as evidence of meeting the admission criteria in the doctoral study programme.
5. Doctoral studies shall be carried out in accordance with Article 61 of this Statute.

Article 75

Criteria for the “Doctor” Scientific Degree at PUT

1. The minimum criteria that the candidate must meet to obtain a doctoral degree shall be in accordance with the provisions of the legal framework in force.
2. PUT sets out specific additional criteria that the candidate must meet in his or her Regulation:
 - a) for the application, serving to the field of research;
 - b) during the period of doctoral studies, for each academic year;
 - c) before the final defence of the doctoral thesis.
3. The candidate submits in a hard copy and electronically the doctoral thesis, approved by the scientific leader, to the respective PUT Base Unit in Albanian and a summary thereof in one of the EU languages: English, French, German, Italian or Spanish, according to the format set out in the PUT Regulation (or Main Unit).
4. "Doctor" scientific degree, is obtained after successfully defending the doctoral thesis at the end of the studies, within the deadlines set in the legal framework in force.
5. The Base Unit or Main Unit determines, by means of the respective Regulation for the doctoral programme, the cases when studies for obtaining a doctoral degree are terminated, postponed or suspended in accordance with the provisions of this regulation.
6. The procedures for obtaining a “Doctor” degree are set out in the PUT Regulation.

Article 76

Academic Titles

1. PUT gives the academic titles "Professor" and "Associate Professor".
2. Minimum state standards for the acquisition of "Professor" and "Associate Professor" academic degrees are set out in the legal framework in force.

3. Specific additional standards for the award of academic titles "Professor" and "Associate Professor" are set out in the PUT Regulation.

Article 77

Getting Academic Titles at PUT

1. The academic staff that can apply to get the title of "Associate Professor" at PUT is the one who has had for at least five years a "Doctor" scientific degree, belongs to the "Lecturer" category and fulfils state standards for its acquisition.
2. Academic staff who have at least five years of Associate Professor academic title and meet state standards for his / her degree may apply for the title of Professor at PUT.
3. The candidate for the title of "Associate Professor" or "Professor" shall submit the file to the Head of the Main Unit. The candidate's file is forwarded to the ASPUT, after submission and evaluation to the Base Unit. ASPUT passes the file on to the Permanent Commission for the Promotion of Academic Staff, which is the body that makes the final decision after the jury's decision on meeting the standards.
4. The procedures for getting the "Associate Professor" and "Professor" titles are set out in the PUT Regulation.
5. The academic title, issued by PUT, is signed by its Rector.

CHAPTER IX

QUALITY ASSURANCE

Article 78

Structural Organisation of Quality Assurance at PUT

1. PUT is responsible for internal quality assurance (hereinafter referred to as quality assurance) in all constituent organizational units. For this reason, the Quality Network operates with the responsibility of continuously establishing, implementing and improving the quality system at PUT, based on the Quality Code in Higher Education and European standards and guidelines for quality assurance in the European Higher Education Area.
2. The Quality Network consists of the Central Unit of Quality Assurance (CUQA), set up in the Rectorate of PUT and the Quality Assurance Units (QAU) in each Main Unit of PUT.

3. CUQA drafts institutional quality standards based on the Code of Quality in Higher Education. These standards are approved by ASPUT.
4. CUQA proposes to the Rectorate of PUT the draft budget necessary for the continuous establishment, operation and improvement of the quality system. These funds provide for the operation of the Quality Network, internal and external evaluation, training, external consulting and expertise, publications, information and promotion activities, pilot projects, creation and updating of electronic data storage and management systems, equipment with logistics and any other element provided for in the Quality Assurance Regulation.

Article 79

Central Unit of Quality Control (CUQC)

1. The composition of the CUQA is proposed by ASPUT and approved by ABPUT.
2. The Head of the CUQA is directly dependent on the Rector of the PUT.
3. The CUQA may periodically engage external experts on specific issues and / or high level specialists in the field of quality assurance as needed for consultancy, expertise or other matters.
4. CUQA enjoys autonomy in its work and has access to all the institution's data.
5. CUQA shall perform the following functions:
 - a) coordinate the quality assurance activity with each actor in PUT;
 - b) draft the necessary regulations and documentation within the quality management of the constituent units;
 - c) perform the ongoing process of monitoring, evaluating and promoting the quality of teaching and research activities, as well as other related aspects;
 - d) conduct tracer studies to evaluate the performance of student employment and the efficiency of programmes offered by PUT;
 - e) plan periodic organization of internal quality assessment of study programmes as well as internal institutional evaluation;
 - f) at the end of each semester, organize the student questionnaire on the quality of teaching for the subjects of each study programme;
 - g) report directly to the Rector of PUT, through the results of internal evaluation at unit level and / or study programme, and followsthe implementation of the identified recommendations;
 - h) compile the annual quality report at PUT;
 - i) maintain ongoing links with PAAHE and other quality institutions for data exchange and reporting in the context of external quality assessment;
 - j) estimate the costs of internal quality assessment for all three cycles of study programmes and forwards it to the Board of Administration;
 - k) propose the necessary budget for its operation.

Article 80

Quality Assurance Units

1. QAU is set up in the Main Unit and covers any study and research programmes that the Base Units of that Main Unit offers / provides. The number of QAU members is proposed by ASPUT for each Main PUT unit and approved by ABPUT.
2. QAU members shall be elected in accordance with the Quality Assurance Regulation.
3. QAU in the Main Unit performs the following functions:
 - a) coordinate the quality assurance activity of the Main Unit extending to any study and research programme offered;
 - b) plan periodic organization of internal quality assessment of study programmes in the Main Unit;
 - c) in cooperation with the Dean's Office / Directorate of the Main Unit, draft the annual quality improvement action plan and drafts the annual quality report;
 - d) maintain continuous links with CUQA for the development of processes provided for in the legal framework in force as well as in the Regulations and Procedures of PUT.

Article 81

Quality Evaluation of Study Programme and Scientific Research

1. Internal evaluation of study and research programmes and institutes is carried out in accordance with the relevant PAAHE guidelines and is organized as a rule once every three years. If necessary, partial or full assessments can be arranged even more frequently. The way of organizing the internal evaluation, the activities carried out, the responsibilities and the way the results are presented are set out in the Quality Assurance Regulation and respective procedures.
2. For internal evaluation of study and research programmes or internal institutional evaluation, an internal evaluation team shall be set up, including a representative from the student organization. If necessary, an external expert representative is invited. The internal evaluation team is set up by the Dean's Office/Directorate of the Main Unit covering the study and research programme in cooperation with QAU or by the Rectorate in cooperation with the QAU in the case of internal institutional evaluation. The internal evaluation team has functional autonomy and has access to all the institution's data.
3. Internal evaluation conclusions are based on statistical analysis of data, findings from registries, surveys, questionnaires and interviews organized with the academic staff, non-academic staff, students and stakeholders related to the study programme or institution. The results of the evaluations are made public.
4. External quality assessment and accreditation shall be carried out in accordance with the legal framework in force and the Code of Quality in Higher Education.

5. The Main Unit has the responsibility to provide the necessary financial resources to cover all the activity of the internal and external evaluation process. In the case of institutional evaluation, these resources are provided by the Rectorate.

Chapter X

TRANSITIONAL AND FINAL PROVISIONS

Article 82

Students and University Titles

1. Students enrolled in a study programme, prior to the entry into force of the current Higher Education legal framework, shall continue their studies with the same study programme in its normal duration, in accordance with the Higher Education legal framework that was in force at their time of enrollment, if that study programme is still offered by PUT's academic units. If that study programme is no longer offered and the number of undelivered subjects is limited, then the Base / Main Unit responsible for that study programme organizes a special study programme for those students. The maximum number of undelivered subjects is set out in the Regulation of the Base/ Main Unit responsible for that study programme.
2. For students who fail to complete their studies in the normal course of study in accordance with the legal framework of Higher Education in force at the time of enrollment, the deadline for their completion shall be set by ASPUT, based on a proposal from the Base/ Main Unit responsible for the study programme.

Article 83

Academic Staff

1. The academic staff hired by PUT, that does not have the required degree of qualification according to the job position, must complete the required qualifications within the legal deadlines, from the entry into force of this Statute or one must leave the job.
2. The academic staff that has applied for an academic title prior to the entry into force of the current Higher Education legal framework shall continue the procedures for obtaining the academic title required by it in accordance with the legal framework of

Higher Education in force at the time filing for the application, only in respect to the standards of acquiring the title in question.

Article 84

Regulations of PUT and its Units

1. Pursuant to this Statute, PUT's Regulation shall be drafted and it shall include particular chapters:
 - ASPUT Regulation of operation, adopted by ASPUT;
 - ABPUT Regulation of operation, approved by ABPUT;
 - Rectorate Regulation approved by the Rectorate of PUT;
 - Regulation for Curriculum Development and Teaching at PUT, approved by ASPUT;
 - Regulation of Scientific research approved by ASPUT;
 - Regulation of the Permanent Commission for the Promotion of Academic Titles, approved by ASPUT;
 - Regulation of Quality Assurance approved by ASPUT and ABPUT;
 - Regulation of Operation of the Ethics Council, approved by the Ethics Council;
 - Code of Ethics at PUT, approved by ASPUT;
 - Internal Regulation on administration, finance and accountancy, approved by ABPUT.
2. Pursuant to this Statute, the following shall also apply:
 - Regulations of the Main Units, approved by the Assembly of Academic Staff of the respective Main Unit
 - Regulation of the Council of Professors of the Main Units, approved by the Assembly of Academic Staff of the respective unit;
 - Regulations of the Base Unit, approved by the academic staff of the respective Base Unit.

Article 85

Seals at PUT

1. The Polytechnic University of Tirana has its official seal, in accordance with the legal framework in force.
2. The Main Units and the Base Units of PUT shall have their seals, in accordance with the legal framework in force.

3. PUT has its official website which is administered by PUT or another entity authorized by it.

Article 86

Entry into Force

1. The Statute of the Polytechnic University of Tirana shall enter into force on 11.01.2019.