

2018

UNIVERSITY COLLEGE
“BEDËR”

HUMAN RESOURCE
OFFICE

**[STAFF GUIDE
UNIVERSITY
COLLEGE
“BEDËR”]**

Contents

A SHORT HISTORY OF “BEDĚR” UNIVERSITY “BEDĚR”	2	SMOKING	13
Vision.....	3	DISCIPLINE	13
CORE VALUES	3	CONFLICT OF INTEREST.....	15
QUICK LOOK OF INSTITUTION’S POLICIES.....	4	NEPOTISM AND PERSONAL RELATIONSHIPS IN THE WORKPLACE	15
Education and Training Policy.....	4	USE OF UNIVERSITY RESOURCES	15
Scientific Research Policy.....	4	GIFTS AND GRATUITIES.....	16
Social Contribution Policy	4	PURCHASING AND CONTRACTS.....	16
Human Resources Policy.....	5	INSTITUTIONAL COMPLIANCE	16
ORGANISATIONAL SCHEME	6	ACADEMIC INTEGRITY AND OBLIGATIONS.....	18
NEW EMPLOYEE PAPERWORK	7	COURSE FILE.....	20
PROBATIONARY PERIOD FOR REGULAR PAID EMPLOYEES.....	8	ACADEMIC STAFF-STUDENT RELATIONSHIPS..	20
DISCIPLINARY PROCEDURES FOR REGULAR PAID EMPLOYEES.....	9	STUDENT CONDUCT AND JUDICIAL PROCEDURES	20
JOB DESCRIPTION.....	9	STUDENT ABSENCES	21
IDENTIFICATION CARDS	9	OFFICE HOURS	21
ACCIDENTS AND EMERGENCIES.....	9	GRADE REPORTING.....	21
HOLIDAYS	9	FAILURE, ACHIEVEMENT, HONOR AND HIGH HONOR.....	22
WORK SCHEDULES	10	DETERMINATION OF GRADES.....	22
EMERGENCIES AND WORK SCHEDULES.....	10	FOREIGN LANGUAGE	22
GENERAL GUIDELINES WHEN TERMINATING EMPLOYMENT	11	TEXTBOOKS AND SUPPLIES, INSTRUCTIONAL MATERIALS, AND SUBSCRIPTIONS.....	23
VOLUNTARY TERMINATIONS	11	ACADEMIC CALENDAR	23
INVOLUNTARY TERMINATIONS.....	11	UNIVERSITY POLICY ON COPYRIGHTS.....	23
SEXUAL AND OTHER HARASSMENT	12	INFORMATION SYSTEM UNIVERSITY COLLEGE"BEDĚR"	23
THREATENING BEHAVIOR	13	WHERE TO FIND GENERAL INFORMATION.....	23
ALCOHOLIC BEVERAGES AND DRUGS IN THE WORKPLACE	13		
GAMBLING	13		
FRAUD	13		

University College “Bedër” Staff Guide is intended to provide employees with useful information on University policy, procedures, and programs that can assist them in their jobs.

There are several things to keep in mind, however, as you read this guide:

This guide has rules and policies for academic and administrative staff of University College “Bedër”.

University College Staff Guide should answer the questions most frequently asked by employees, but is not intended to be definitive on policy matters.

While many of the issues addressed in this guide apply to general principles covered in the employees contract, they should consult their own contracts for specific issues which may have been subject to negotiation.

All employees are expected to become familiar with current employment practices and to abide by the policies and regulations of the University. Infractions could result in disciplinary actions up to and including termination of the contract.

Academic and/or Administrative Supervisors

Your Academic and/or Administrative supervisor is your key resource person concerning policies and procedures of University College “Bedër”. If you have any questions about which policy applies to a particular situation, consult your supervisor for clarification.

Your progress on the job is one of your supervisor’s most important concerns. Never

hesitate to ask questions or seek your supervisor’s advice and guidance.

A SHORT HISTORY OF “BEDËR” UNIVERSITY “BEDËR”

University College “Bedër” was opened by request of the Muslim Community of Albania and the decision No.286, dated 6.4.2011 of the Council of Ministers, by which it was approved the granting of a license to practice the activity as an institution of higher education. University College “Bedër” is an institution in the field of higher education, which functions as a non-profit organization. The first institutional accreditation in 2013 by PAAHE and the reaffirmation of this assessment by the British Quality Assurance Agency and ASCAL in 2017, as well as all the study programs offered, is an important indicator of the quality and standards of the University College “Bedër”.

The University College “Bedër” offers study programs in the field of human and social sciences, aiming to bring a clear profile to the Albanian and international higher education market.

The University College “Bedër” continuously aims to increase the academic and institutional quality, which has defined the vision of functioning, not aimed at massiveness but quality. The maximum enrolled mid-term college enrollment capacity of the college is 1250-1500 students in all programs for first cycle and second cycle (bachelor, master) levels.

University College “Bedër” has set as its goal the establishment and consolidation of an international profile. In this respect, during the seven years of its activity, the institution has

enabled the admission of students from Albanian-speaking countries in the region and in the diaspora as well as from some European countries and beyond.

The composition of the academic staff also reflects the international profile of the college, which is reinforced by collaborations established through agreements with universities and companies in several countries around the world.

The "Bedër" University College, since the beginning of the academic activity, has organized national and international conferences, open seminars, qualifying and stimulating activities, contributing to science and society.

To fulfill its mission, KUB provides study programs in full compliance with all components of the institution's development strategy.

Mission

University College "Bedër" has the mission of preparing qualified individuals through a philosophy of education that basically has universal values, as well as the support of scientific research, in order to implement ideas and projects that influence the improvement of human life and the whole society, as well as:

- ❖ To develop knowledge through the teaching and research of high standards, aiming at the preparation of students with a contemporary level;
- ❖ provide good opportunities to benefit from higher education and lifelong learning;
- ❖ Developing and protecting knowledge through teaching and academic activity carried out internally and internationally;

- ❖ Contribute to supporting the country's strategic priorities and interests;
- ❖ Integrate teaching with scientific research.

Vision

"Bedër" University College's vision is to be an elite institution of higher education in the country and the region in order to be the first option of education and research for the Albanians wherever they are.

University College "Bedër" aims to become an international educational institution, offering study opportunities not only for Albanians, but also for foreigners, contributing to the promotion of Albania as a regional center of higher education and research.

CORE VALUES

The commitment of University College "Bedër" to its successful functioning is accompanied by some important values applied in all the steps of its activity.

1. Academic freedom

Academic freedom is one of the essential values of University College "Bedër". Aiming at stimulating research, academic freedom has been described as freedom to carry out research, freedom in teaching, freedom in stimulating discussion and publication; all of which without interference or influence whatsoever, and in complete accordance with the norms and standards of research.

2. Collegiality

University College "Bedër" places special importance on the principle of collegiality, which enables the representation of the

academic staff in the managerial structures of the institution.

Through the principle of collegiality, the members of the faculties, departments, research centers - despite their major work position – cooperate with each other respecting academic freedom.

3. Subsidiarity

Another important principle of University College “Bedër” is that of subsidiarity, which guarantees that the decisions should be taken as appropriate as possible to the issue at stake.

Respecting this principle, University College “Bedër” underlines the autonomy of the academic staff in deciding about their scientific research and the method of the teaching process. Only in cases when the academic staff asks for support in carrying out projects, the faculties, departments, and research centers provide their help.

4. Equality and respect

Equality and respect between disciplines makes up an important value that is in line with equality and respect in teaching and scientific research. University College “Bedër” aspires to lead regional and international research activities, as well as to provide a unique and quality education for first and second cycle students.

QUICK LOOK OF INSTITUTION’S POLICIES

Education and Training Policy

1. To continue the objectives, goals, competencies and learning outcomes of the

programs offered by “Bedër” University College in light of the needs of business and society and the goals of scientific inquiry;

2. To integrate the education offered at the university with practical applications;
3. To train qualified individuals who are conscious of the real world, equipped to benefit society, productive and conduct themselves ethically
4. To check the quality of education by conducting continuous measurements and carrying out the necessary actions;
5. To strengthen the relations with the administrative and academic staff as well as students

Scientific Research Policy

1. To carry out and support the dissemination of scientific research;
2. To create an environment that allows the academic staff to follow the newest scientific developments;
3. To use effectively the information technologies in the research activities;
4. To encourage interdisciplinary research;
5. To encourage the academic staff and to support their international mobility;
6. To give priority to the research that will contribute to the European Research Area

Social Contribution Policy

1. To carry out and publish research in the areas needed by society.
2. To develop relations between the university and local governments, industry, public institutions and civil society organizations.
3. To give importance to cultural values and to develop the region’s social and economic values.

4. To provide support to social projects and activities.
5. To support the adult education in society.
6. To support national and international scientific, artistic and cultural activities.

Human Resources Policy

1. Consolidating the collegial culture of tolerance and ethics in the work of direct employee engagement and increase of transparency;
2. Updating the policies and structure of awards for personnel achievements;
3. Reviewing the areas and levels of study for each job position;
4. Undertaking further qualifications and further specializations for staff institution development by investing in professional development programs to improve staff skills and productivity;
5. Encouraging cooperation with individuals and departments outside the institution to expand the range of services provided;
6. Conducting regular staff survey related to the improvement of services provided by the human resources office, systemic organizational assessments, and cooperation with other offices to improve the working climate in the institution;
7. Recruitment of new staff is based on diversity;

PART ONE
STARTING WORK AT UNIVERSITY
COLLEGE “BEDËR”

Joining the University College “Bedër” community as an employee offers individuals a unique set of possibilities and challenges. In an atmosphere of academic excellence and rich diversity, employees assume new responsibilities that can provide opportunities for professional achievement and growth. The first few days and weeks in a new work environment can be confusing as employees learn about their new jobs and become acquainted with their co-workers, supervisors, and the University.

Supervisors are expected to provide new employees with detailed information about their positions and departmental and University operating procedures, and new employees should feel free to ask questions. Open communication and exchange of information from the start foster good employee-supervisor relationships and can ensure that the initial period of employment is both positive and productive. Employees can also contact the Office of Human Resources if they need information or guidance on a specific issue.

Prior to the first day of work, new employees receive a packet of information from the Human Resources Office containing general information and procedures to be followed. The next few pages highlight some processes and describe policies that are important to know when starting work at University College “Bedër”.

NEW EMPLOYEE PAPERWORK

New employees are required to submit a number of forms and documents related to their employment and benefits. Some forms are required immediately while others must be completed within 31 days of hire date.

All the photocopied documents should be notarized and translated into Albanian prior to submission.

For the pre-assessment phase the eligible candidates should submit to the Human Resources:

1. Diplomas
2. CV
3. Other certificates and qualifications

The Human Resources Office submits to the concerned Department the file of the candidate for the applications regarding the Academic Staff and to Administrator for the ones related to the Administrative Staff. The applications regarding the Academic and Academic Staff are assessed in advance by the committee concerned. The Committee assesses the appropriateness of applications to the vacant position and presents the reports to the Rector or Administrator according to the position. After the Candidate passes the pre assessment he/she must submit at the Human Resources the following documents:

Albanian Citizens (Full-Time Staff):

1. Work Certificate;
2. Social & Health Insurance Certificate
3. Bank Account No
4. Notarized Transcript & Diploma (Equivalent of the diploma if is earned abroad)
5. Health Certificate;

6. Legal Health Report;
7. ID Card Photocopy.

Albanian Citizens (Part-Time Staff)

1. Social & Health Insurance Certificate (if they have)
2. Bank Account No ;
3. Notarized Transcript & Diploma (Equivalent of the diploma if is earned abroad);
4. Health Certificate;
5. Legal Health Report;
6. Permission engagement
7. ID Card Photocopy.

Non-Albanian Citizens:

Note: All the Official Documents of the Non-Albanian Citizens should have Apostil Seal according to 1961 Hague Convention on international recognition of legal documents.

Non-Albanian Citizens in order to work in the Republic of Albania should be equipped with a Work Permit from the regional employment directorate. In order for the working permit to be issued the following documents should be submitted:

1. Signed contract (Prepared by the Human Resources Office);
2. Passport and a photocopy of the page where the stamp of entering in Albania is located;
3. Notarized diploma photocopy;
4. 5 photos, (background must be white and in the passport format).

After the Work Permit has been issued by the Albanian authorities in order to enter to the Republic of Albania a Work Visa should be taken from the relevant Embassy of the Republic of Albanian.

In order to reside in the Republic of Albania the non-Albanian citizen should apply for a Resident Permit by submitting the following documents:

1. Passport and work Visa
2. Personal (Birth) Certificate
3. Criminal record (At most 6 months old)
4. Rent contract (Of his house in Albania)
5. 3 Photos, (background must be white and in the passport format).

Employees who do not complete and submit their enrollment forms and documents within 15 calendar days of hire are defaulted into not taking the remuneration with no option to change until they submit the said forms and documents.

PROBATIONARY PERIOD FOR REGULAR PAID EMPLOYEES

The first 90 calendar days of employment are a probationary period for all regular paid employees. The probationary period is a time when the employee becomes familiar with the basic requirements and expectations for the job. It is also the time for supervisors to assess the employee's skills, determine if the employee's job performance meets the expected standards, and whether employment should be continued.

The probationary period is a time for open communication by both parties; and either party is free to terminate the relationship. However, their continuing employment at the

University is always contingent on their successfully carrying out their responsibilities, complying with University policies, and meeting the job performance expectations of their supervisors

DISCIPLINARY PROCEDURES FOR REGULAR PAID EMPLOYEES

Regular Paid employees dismissed during the probationary period are not eligible to access the University. Those who do not successfully complete the probationary period because of poor performance may be given one week’s pay in lieu of notice. If the employee is terminated for misconduct, the employee is not normally entitled to any notice or pay.

JOB DESCRIPTION

All positions will be documented through a job description which accurately and clearly describes the essential functions and job-related qualifications, and mental and physical demands of the job. Information from job descriptions will be utilized in job classification, recruitment and selection, wage and salary administration, training and development, and performance planning and feedback. If you have questions about your job description, contact your supervisor or the Human Office.

IDENTIFICATION CARDS

All full-time employees are issued a University Identification Card when they begin work. The Card establishes your affiliation with University College “Bedër” and it serves as a photo ID. Many University departments will ask to see your ID card, including the Documentation and Library Office, Information Systems Office etc.

The ID card remains the property of the University. Upon your termination from the University, your ID card will be deactivated. You must return the Card and all other University property such as keys, uniforms, etc., when you leave the University’s employ. The information in this section is an overall guide to the University as a workplace and to the procedures and policies that apply to academic and administrative staff.

ACCIDENTS AND EMERGENCIES

Employees who are injured or have some medical emergency while working should notify their supervisor and seek medical attention. When immediate first aid is needed, call Public Safety at 112. Public Safety will provide first aid and arrange for transport to the nearest hospital, depending on the severity of the injury.

HOLIDAYS

The University organizes paid holidays annually in accordance to the official public holidays and the Legal acts in force. Normally there are thirteen scheduled holidays.

Human Resources Office has the duty to announce the holiday schedule as early as possible.

Full-time and part-time staff members receive their usual pay for designated holidays that occur on a regularly scheduled workday.

The paid employees who are required to work on a holiday receive premium pay (time and one-quarter unless otherwise specified) for hours worked, in addition to their usual day’s pay. As an alternative, employees may request

an alternate day off. If an employee works on a holiday and chooses an alternate day off, he/she will be paid time and one half for the holiday worked and straight time for the alternate day off.

WORK SCHEDULES

The standard workweek begins at 12:01 a.m. on Monday and ends at midnight 00:01pm the following Sunday. The standard weekly work schedules for full-time employees are 40-hour workweek consisting from Monday to Friday 7.5 Hours each and on Saturday 2.5 hours; A regular full-time employee’s schedule may vary with the particular operational needs of the section or department. Supervisors will attempt to give advance notice if schedules are to be changed.

Individual employee schedules may vary according to the position held and the requirements of the section or department. Supervisors are responsible for planning, assigning, and overseeing work schedules. Questions or requests about scheduling should be discussed as soon as possible with the employee’s immediate supervisor.

Month-paid employees who work more than 40 hours in one defined workweek must be paid at a rate of not less than one and one-quarter times their hour rate for the excess hours. However, if a monthly-paid employee has performed a workload more than 50 hours per week he/she cannot be asked to do any extra work.

All month-paid employees must receive prior supervisory approval for compensatory time off and overtime. Employees and their supervisors should accurately record time worked to ensure

proper payment for overtime and/or compensatory time.

Month-paid employees are responsible for extending their normal work schedules to fulfill the requirements of their positions when necessary.

EMERGENCIES AND WORK SCHEDULES

As an employer, the University is always open because it maintains round-the-clock services related to teaching and research, housing and dining services, facilities support, and health and safety. However, when weather or other emergencies create hazardous travel or other conditions, the University may announce delayed arrival times, early dismissals, or critical services on for its employees. In all cases when there are weather or other emergencies, employees must use their best judgment to determine their own safety when traveling to and from work. Changes in regular work schedules are announced as early as possible through the University’s Web announcements, e-mail, an automated message line, radio stations, door notifications, and/or posters.

- **Delayed arrival:** Employees may arrive later than their regular start time without having to charge the time. Employees should notify their supervisors if they do not expect to arrive at work within the stated delayed arrival period.
- **Absence:** Employees who are not able or who choose not to report to work must notify their offices or departments within a reasonable amount of time. The absence is charged to leave without pay, or with supervisory permission, to vacation,

compelling reason time, or optional holiday.

- **Vacation:** Vacation time will not be restored to an employee who is taking a scheduled vacation day on a day when work schedules are affected by weather or other emergency.

GENERAL GUIDELINES WHEN TERMINATING EMPLOYMENT

- **Return of University property:** Terminating employees are expected to return all University materials and property, including keys, library books and materials, and ID cards (except for retiring employees). Employees should also provide their supervisors with passwords and other information pertaining to computer files.
- **Pay for unused accrued vacation:** Terminating employees are paid up to a maximum of 28 days for unused accrued vacation time.

VOLUNTARY TERMINATIONS

Voluntary terminations include Resignation, Retirement, and Job Abandonment (Quit without Notice).

- **Resignation:** Employees who are resigning their positions at the University should provide notice of resignation to their supervisors at least in a 30 day time frame. The notice should be in writing and should include the date of resignation and the reason.

- **Retirement:** Many employees begin planning for their retirement well in advance of the anticipated date. Staff in the Office of Human Resources can assist employees by providing them with an outline of their benefits at retirement, particularly in the areas of retirement plan and health care plan coverage.
- **Notice of retirement:** Employees planning to retire should discuss their plans with their supervisors as far in advance as is practical so that the supervisor can plan for a replacement. When the retirement date is confirmed, employees are expected to provide notice of the retirement in writing to their supervisors. In addition, employees must notify the Office of Human Resources of their intention to retire.
- **Job abandonment:** When employees fail to contact their supervisors and are absent from work for three consecutive working days or more without notice, they are considered to have voluntarily quit their job. Department supervisors will try to contact their employees by telephone. If they cannot be reached by the second day of absence without notice, supervisors will notify employees by registered mail of the intent to terminate employment unless there is a written response within one working day of receipt of the letter.

INVOLUNTARY TERMINATIONS

Involuntary terminations include Termination for Poor Performance or Misconduct and Layoff.

- **Termination for poor performance:** Poor or unsatisfactory work performance can include failure to complete work assignments or correct errors and inability

to learn new tasks or finish assignments in a reasonable time. Supervisors will provide guidance and coaching to employees who have performance problems, but if employees are unable or unwilling to improve, termination of employment may result.

- **Termination for misconduct:** Employees may also be terminated for misconduct which includes, but is not limited to tardiness, excessive absence, theft, insubordination, fighting in the workplace, and disruptive or threatening behavior.
- **Layoff:** Occasionally, situations such as reorganizations or lack of funding may result in the elimination of positions. In these cases, the affected employees are given notice and placed in layoff status.

Notice of layoff is given to the affected employees as soon as possible.

PART TWO STANDARDS OF CONDUCT

University College “Bedër” employees, whether regular full- time or part-time are expected to meet a standard of conduct that is appropriate to the good name and reputation of the University. While on University premises or while representing it elsewhere, employees should demonstrate proper regard for the standards of the community, for the law, and for the rights of others.

SEXUAL AND OTHER HARASSMENT

University College “Bedër” is committed to creating and maintaining an educational,

working, and living environment free from any form of harassment. “Bedër” University College’s policy prohibits harassment of any kind and applies to everyone in the University community. All members of the University community should know:

1. what type of conduct constitutes harassment;
 2. the resources and processes available for addressing and resolving harassment complaints;
 3. the mechanisms for determining whether this Policy has been violated; and
 4. if a violation has occurred, the mechanisms for determining an appropriate resolution.
- **Sexual harassment:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 1. submission to or rejection of these behaviors is made implicitly or explicitly a term or condition of instruction, employment, or participation in any University activity or benefit; or
 2. submission to or rejection of these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions; or
 3. these behaviors have the effect of unreasonably interfering with an individual’s educational opportunity or working or living conditions by creating an intimidating, hostile, or offensive environment.
 - **Unlawful harassment:** At “Bedër” University College, unlawful harassment is defined as unwelcome verbal or physical behavior which is directed at a person

because of his/ her race, creed, color, sex, age, national origin, ancestry, religion, physical or mental disability, veteran’s status, or other classification protected by applicable law, when these

- ❖ are serious and inevitable; or
- ❖ create an intimidating, hostile, or offensive working and/or learning environment; or
- ❖ Unreasonably interfere with an individual’s ability to work or participate in or benefit from an educational opportunity or activity.

THREATENING BEHAVIOR

Threatening behavior, whether verbal or physical, which may intimidate or endanger others or damage University property, including carrying a weapon not required in the employee’s position, is cause for removal from the workplace. In order to reduce the threat of violence or creating effective strategies for the future the workplace may be subject to monitoring by surveillance cameras.

ALCOHOLIC BEVERAGES AND DRUGS IN THE WORKPLACE

Alcoholic beverages are not to be consumed at any time in the workplace with no exception. Employees who are intoxicated while on the job will be asked to leave the workplace immediately.

The unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance of any kind in any amount on University property or while conducting University business away from campus is prohibited at all times.

GAMBLING

Gambling, including professional or organized activities, in the workplace is prohibited. Failure to comply with this policy will result in disciplinary action.

FRAUD

Fraud, the intentional act to deceive or misrepresent, can include inappropriate personal use of University resources, theft of University finances, equipment or goods, or the falsification of records. When appropriate, disciplinary action will be taken, including immediate dismissal and legal action.

SMOKING

University College “Bedër” is committed to providing a healthy, smoke-free workplace and living environment. Smoking, therefore, is prohibited in all indoor workplaces and places of public access, including but not limited to all academic, residential, and administrative buildings and elevators; individual offices and rooms; athletic sporting facilities; spectator areas at outdoor University events; University-owned vehicles, shuttle buses, and vans; dining facilities.

DISCIPLINE

All employees are expected to meet generally accepted standards of performance and behavior. There are occasions, however, when even after counseling, discussion, and opportunities to improve, employees cannot or

choose not to meet the required level of performance standards.

The formal processes to address performance problems focus on identifying and correcting employee performance. Supervisors work with employees to:

1. specify expectations for good performance;
 2. provide the employee with the opportunity to correct work performance which does not meet those standards or expectations;
 3. identify violations, including imposing appropriate discipline;
 4. address performance problems.
- **Poor Performance** Unsatisfactory work performance can encompass a variety of behaviors which include, but are not limited to, failure to complete work assignments or correct errors in a reasonable amount of time, inability or unwillingness to learn new tasks or skills, or to work collaboratively. As soon as such patterns are identified, the supervisor communicates with the employee to take corrective action, which may include coaching for improved performance. If the employee does not meet the standards of performance, a supervisor may establish a formal period of evaluation during which time the employee can correct performance. At the end of the formal period of evaluation, the supervisor will determine if the employee meets the established standards of performance. If the employee meets the standards, employment will continue. If, however, the supervisor determines that the employee

does not perform to meet the standards, employment will be terminated.

- **Failure to comply with University policy (misconduct/cause)** There are normally six steps to the discipline process. However, in cases of serious misconduct the supervisor may move directly to a later step in the process, including termination.
 1. Oral warning: An oral warning is given for minor first offenses and remains in effect for 18 months.
 2. Written reprimand: A written reprimand addresses a subsequent offence by the employee.
 3. Cutting of the monthly wage: cutting of the monthly wage from 1/8 to 1/30 of the monthly gross wage.
 4. Removal from the leading position: The removal from the leading position of Rector, Dean, Director, Head of Department.
 5. Suspension or final warning: A suspension or final warning indicates the seriousness of the infraction and is intended to alert the employee that the next step is termination. The employee is notified in writing of the suspension as soon as possible after the incident. The length of the suspension is based on the seriousness of the misconduct and normally is without pay. If an investigation is necessary, the employee may be placed on leave with pay, pending results of the investigation.
 6. Termination: Termination of employment is the final step in the discipline process or the penalty for very serious offenses.

CONFLICT OF INTEREST

Employees of University College “Bedër” should avoid activities or situations which may result in a conflict of interest or the appearance of conflict. Staff members must not use their University positions to influence outside organizations or individuals for the direct financial, personal or professional benefit of themselves, should they be family members, or others with whom there is a personal relationship. An employee may decide to participate in some outside activity or business because it provides financial or personal gain. In those instances the employee’s first obligation is to the University, and the employee must avoid any situation where either the extent or the type of activity could, either direct or by appearance, limit the employee’s impartiality or effectiveness in fulfilling his or her job responsibilities. Employees should be sensitive to any situation where there is the potential for a conflict of interest or the appearance of conflict. Judgments on whether a conflict exists can be difficult to make and staffs who are uncertain should consult their supervisors or the Office of Human Resources. The potential for a conflict of interest exists across a wide range of activities. The following specific policies provide guidance for avoiding conflict of interest.

NEPOTISM AND PERSONAL RELATIONSHIPS IN THE WORKPLACE

University College “Bedër” permits the employment within the college community of individuals of the same family and those who have a personal relationship. However, the employment within the same department normally is prohibited for individuals of the

same family or those who have a personal relationship. Additional to avoid a conflict of interest or an appearance of conflict of interest, no employee may initiate or participate in, directly or indirectly, decisions involving a direct benefit, e.g., initial employment or rehire, promotion, salary, performance appraisals, work assignments or other working conditions to those related by blood or marriage, membership in the same household, including domestic partners, or persons with whom employees have an intimate relationship.

The potential for conflict of interest may also exist in close personal relationships which involve other than family relationships. The University views such conflicts of interest as serious as it does view those involving family members or blood relatives.

USE OF UNIVERSITY RESOURCES

University services, resources, and property, including the University name, are to be used by employees only for University business. There may be occasions when the respective superior can permit limited use providing there has been prior approval. The following is a representative list of University resources:

- ✚ staff and staff time
- ✚ duplicating services
- ✚ campus mail
- ✚ computing equipment and time
- ✚ office space
- ✚ other equipment

The University name and seal are for official University business only. Use of either requires authorized permission.

GIFTS AND GRATUITIES

In order to avoid a conflict of interest or the appearance of a conflict of interest, at no time should an employee solicit or accept gifts from current or potential vendors, contractors or their agents, local businesses, University departments, or others with whom there is a potential or ongoing business or Professional relationship. Employees may accept ordinary business courtesies, such as payment for a modest meal or event, or gifts which are promotional items without significant value and which are distributed routine. If the value of the gift is undetermined, it should be returned. Gratuities or gifts of money to the employee cannot be accepted at any time and should be returned immediately to the donor.

PURCHASING AND CONTRACTS

University employees must not execute purchasing agreements or negotiate contracts and/or subcontracts where there may be a conflict of interest or an appearance of a conflict of interest. Employees should refrain from these activities with any organization in which:

- employees or persons related by blood, marriage, members of the same household, including domestic partners or persons with whom employees have a personal relationship, have a significant financial interest .
- Not adhering to this policy is considered a serious matter and may result in disciplinary action, up to and including the termination of employment.

INSTITUTIONAL COMPLIANCE

Faculty, staff, and students who work on behalf of the University assume responsibility for conducting their operations within the law and keep in accordance with University College “Bedër” highest ethical standards. All members of the University community who are employed by the University, who act on behalf of the University, or who work on campus are expected to conduct their operations in accordance with the general principles of conduct in the specific regulations and other published policy.

If you have concerns of any kind stemming from possible noncompliance with government or external agency regulations, related University policies, and errors or irregularities in “Bedër”’s financial accounting practices or policies, you can report them. Raising such concerns is a service to the University and will not jeopardize your employment.

If you have information about unethical behavior, criminal activity, or any other work-related concern, you should speak with your supervisor or an employee in the University office that has oversight authority for the policy or law.

PART THREE
ACADEMIC MATTERS
THE PROGRESS AND EVALUATION OF
ACADEMIC STAFF

The role of individual faculty members in supporting the mission of the University will depend on the specific missions of their departments or research centers. All faculty members, however, have certain common responsibilities: to commit themselves fully to their teaching obligations, to participate in the development of the programs of their departments and research centers and of the University as a whole, to engage in scholarly activities, and, as appropriate, to support the University in its goal to render public service.

As scholars and citizens of the University community, all parties must be ever cognizant of the axiom that every increment of authority and discretion brings with it corollary responsibilities to their fellow faculty members, to students, to the University, and to the community and society at large.

Because the development of an academic career is a highly individual matter in terms of the direction and level of one’s aspirations and the rate of their pursuit, the University attempts to create a generally supportive atmosphere. A variety of specific programs are sponsored that are designed to help faculty members with their teaching and with their overall professional growth.

The University’s faculty development policies serve to:

- recruit new faculty members who add specific needed strengths to our faculty and who are dedicated to excellence, both in their scholarly pursuits and in their teaching;
- aid and encourage newer faculty members by helping them to understand the University’s and colleagues’ expectations, and the criteria and standards for advancement;
- Aid in harmonizing faculty members’ personal career goals with departmental and University objectives, and to give due recognition to faculty members for contributions toward the realization of these objectives;
- encourage faculty members to strive consciously to improve their teaching, their professional service, and their stature in their scholarly fields; and
- Recognize and reward high attainment by faculty members in any or all of these areas.

The maintenance of high-quality faculty is the keystone of faculty development. In evaluating faculty performance, the Head of Departments, together with the Deans, in consultation with their senior faculties, examine a number of factors.

1. Primary among them is evidence of intellectual vitality in scholarship and a high degree of effectiveness in teaching.
2. Secondary, the scientific research carried out by the faculty member.

In the evaluation process, it is the responsibility of the Head of Departments, Deans, and senior faculty to:

- review the faculty member’s progress at least annually and discuss with the faculty member his or her strengths and weaknesses in teaching interpret the University’s standards and procedures in;
- progress toward mutually desirable professional objectives;
- provide encouragement and advice concerning the resources needed for the pursuit of these objectives; and
- Provide recognition for progress and quality in performance in these areas by means of appropriate recommendations and in other tangible ways.
- Public service (including community service as relevant) and professional service is included in the evaluation process for promotion and tenure. The weight given to these activities varies with academic discipline and it shall be defined clearly by each Faculty. It is generally agreed that public service is an activity based on a faculty member’s professional expertise; it is conducted outside the University; it makes a substantial public contribution; and remuneration is not a primary consideration or motivation for the activity. Ideally, this work could be incorporated into the faculty member’s professional research and/or the teaching and training of students. The results may become disseminated through publication as a more permanent record. The faculty member himself or herself is expected to provide data for the evaluative process by periodically supplying the head of departments, dean, or the Rector’s Office

(Human Resources Office) with materials to go into a dossier on his or her teaching, scholarly accomplishment, and public service. The Head of Departments, Deans, and Rector’s Office (Human Resources Office) also examine a number of additional factors. Among them are: leadership ability, the quality of the individual’s goals and their importance to departmental development, and evidence of progress in relation to these goals and other obligations. The Deans and the Rector’s Office (Human Resources Office) periodically consult with Head of Departments on faculty advancement. Deans and Head of Departments are also responsible for identifying persons who meet the criteria for permanent faculty, who are capable of further development, or who are of lesser promise to their departments.

The Departments and the Deans should submit by the end of each academic year the report concerning academic performance and advancement of the concerned faculty.

ACADEMIC INTEGRITY AND OBLIGATIONS

It is the direct responsibility of academic staff to encourage free inquiry and expression and to provide an academic environment in their classrooms and in their contact with students that reflects a high standard of integrity and is conducive to learning.

With regard to obligations relating to academic integrity, faculty members are expected to conduct themselves in a professional manner, as summarized below:

1. To meet their classes when scheduled.
 2. To be available at reasonable times for appointments with students, and to keep such appointments.
 3. To make appropriate preparation for classes and other meetings.
 4. To perform their grading duties and other academic evaluations in a timely manner.
 5. To describe to students, within the period in which a student may add or drop a course, orally, in writing, or by reference to printed course descriptions, the general content and objectives of a course; and announce the methods and standards of evaluation, including the importance to be assigned various factors in academic evaluations and, in advance of any evaluation, the permissible materials or references allowed during evaluation.
 6. To base all academic evaluations upon good-faith professional judgment.
 7. Not to consider, in academic evaluation, such factors as race, color, religion, sex, age, national origin, political or cultural affiliation, lifestyle, activities, or behavior outside the classroom unrelated to academic achievement.
 8. To respect the confidentiality of information regarding a student contained in University records; and to refrain from releasing such information, except in connection with in their University business, or with student consent, or as may be permitted by law.
 9. Not to exploit their professional relationship with students for private advantage; and to refrain from soliciting the assistance of students for private purposes in a manner that infringes upon such students' freedom of choice.
 10. To give appropriate recognition to contributions made by students to research, publication, service, or other activities.
 11. To refrain from any activity which involves risk to the health and safety of a student, except with the student's informed consent, and, where applicable, in accordance with the University policy relating to the use of human subjects in experimentation.
 12. To respect the dignity of students individually and collectively in the classroom and other academic contexts.
- Some duties to be carried out by the instructor based on the duties and responsibilities mentioned in the “Bedër” regulations and the working contract, with a view to the courses lectured by him, have been listed below:
1. Taking the attendance list and submitting attendances to weekly,
 2. Submitting of the mid-term and other grades before the end of the semester,
 3. Conducting the final exam and submitting of the grades,
 4. Delivering of the course file to the Department Secretary(course file content is given below),
 5. Signing the grades form and submitting to the Secretary of the Departments to be forwarded to the Student Affairs Office,
 6. Placing the exam sheets to the envelope and after closing with sticker, signing it and delivering to the Secretary of Departments.
 7. The part-time academic staff and the members of the academic staff who have entered to extra courses should

submit for approval to the Head of Department and Dean within the first week of each month the Course Payment Request Form of the previous month and after this, he/she should submit the form to the Secretary of Departments to be forwarded to the Finance and Administrative Affairs Office.

- Questions and answers of Final Exam (the best and the worst answer sheet samples)
- Attendance list (with students signatures)
- Final list of grades

COURSE FILE

Course files, which are prepared by the respective instructor and stored by the Department, represent an important element of “Bedër” study programs.

. Information on the conduct of the course during the semester, on the topics covered and on the student performance evaluation should be included in a systematic way in the course file. The documents to be included in the course file are listed below:

- Lecture notes and presentations based on the syllabus (The instructors who follow a book or course notes will classify the respective parts of the book or course notes based on the weekly course program and will submit them accordingly)
- Questions and answers of Mid-Term Exam
- Mid-Term answer sheet samples: The lowest and highest scoring students
- Homework assignments and example files (the best and the worst homework will be illustrated)
- Quizzes and answer keys (the best and the worst answer sheet samples)

ACADEMIC STAFF-STUDENT RELATIONSHIPS

The University’s educational mission is promoted by professional relationships between faculty members and students. Relationships of an intimate nature compromise the integrity of a faculty-student relationship whenever the faculty member has a professional responsibility for the student. The University prohibits intimate relationships between a faculty member and a student whose academic work, teaching, or research is being supervised or evaluated by the faculty member.

If an intimate relationship is proved the member of academic staff shall be object to disciplinary action.

STUDENT CONDUCT AND JUDICIAL PROCEDURES

The University Student Discipline Regulation serves to ensure both the rights and responsibilities of students through the operation of a system of regulations and hearing bodies. The said Regulation delineates non-academic standards of conduct appropriate to the University in consonance with its educational goals. To deal with violations of the

Discipline Regulation, the Discipline Board has been established.

STUDENT ABSENCES

Each student must attend the courses, applied studies, laboratories, projects, seminars, workshops, graduation projects and other studies of the semester she/he enrolled for. Bachelor Students who have not attended at least 70% of theoretical courses are not allowed to take final exam of those courses.

Master's Students have the obligation to attend at least 80% of the research curriculum held in class of the theoretical courses and the research courses. Students who do not meet these standards are obligated to retake the course with all the relevant obligations.

OFFICE HOURS

The posting of office hours on the office door is the responsibility of the faculty member as a courtesy and convenience to students.

Most of administrative offices are opened from 8:30 to 17:00 during the week, and from 09:00 to 11:30 during Saturday.

GRADE REPORTING

Academic staff is expected to know all relevant University policies on grading and shall perform their grading duties and other academic evaluations in a timely manner.

Students, for each course they have taken, are awarded the following grades in letters by the

lecturer of the course as the final grade of achievement for that course.

Bachelor				
Grade according to Albanian system	Points	letter	Coefficient	Explanation
10	90-100	A	4,00	Ekselent
9	85-89	A-	3,66	Shumë mirë
9	80-84	B+	3,33	Shumë mirë
8	75-79	B	3,00	Mirë
8	70-74	B-	2,66	Mirë
7	65-69	C+	2,33	Mjaftueshëm
7	60-64	C	2,00	Mjaftueshëm
6	55-59	C-	1,66	Kalim me kusht
6	50-54	D+	1,33	Kalim me kusht
5	45-49	D	1,00	Kalim me kusht
4	40-44	D-	0,66	Jo kalues
4	0-39	F	0	Jo kalues

Scientific Master				
Grade according to Albanian system	Points	letter	Coefficient	Explanation
10	90-100	A	4,00	Ekselent
9	85-89	A-	3,66	Shumë mirë
9	80-84	B+	3,33	Shumë mirë
8	75-79	B	3,00	Mirë
8	70-74	B-	2,66	Mjaftueshëm
7	65-69	C+	2,33	Kalim me kusht
7	60-64	C	2,00	Kalim me kusht
6	55-59	C-	1,66	Jokalues
6	50-54	D+	1,33	Jokalues
5	45-49	D	1,00	Jokalues
4	40-44	D-	0,66	Jokalues
4	0-39	F	0	Jokalues

Professional Master				
Grade according to Albanian system	Points	letter	Coefficient	Explanation
10	90-100	A	4,00	Ekselent
9	85-89	A-	3,66	Shumë mirë
9	80-84	B+	3,33	Shumë mirë
8	75-79	B	3,00	Mirë
8	70-74	B-	2,66	Mirë
7	65-69	C+	2,33	Mjaftueshëm
7	60-64	C	2,00	Kalim me kusht
6	55-59	C-	1,66	Jokalues
6	50-54	D+	1,33	Jokalues
5	45-49	D	1,00	Jokalues
4	40-44	D-	0,66	Jokalues

4	0-39	F	0	Jokalues
10	90-100	A	4,00	Ekselent

* System Grade 0-100

Grades not included in the averages are the following:

I- Incomplete,
 S- Satisfactory,
 T- Transfer,
 U- Unsatisfactory,
 P- Progressive
 , EX- Exempt,
 NI- Not Included,
 NA- Non-Attendant

FAILURE, ACHIEVEMENT, HONOR AND HIGH HONOR

First cycle programs:

- If a student at a subject is evaluated with C (1:00) or a higher grade, then he is passing. If in one subject, the student is evaluated by (D- and F), then he is not passing and is forced to repeat that subject. In case that the overall average of grades is at least (2:00) and has no grade (D- and F), the student is considered successful.
- In case that at the end of the fourth If at the end of the semester, students have successfully completed all courses and have an average rank of semester from 3:00 to 3:49 they are in the list of "Honor", while those who have an average of 3:50 to 4:00, are in the list of "High Honor".

Second cycle programs:

- If a student has a B- (2.66) or with a higher grade at one subject, he is successful. If a

student is evaluated by 2:33 or 2:00 at one subject, he is on probationary status.

- In the case that the overall average of grades is at least B- (2.66) and has no grade C-, D +, D, D- and F, the student is considered successful.
- In case that the overall average of grades is less than B- (2.66), the student gets probationary status. A student, who is on probationary status, has to repeat courses in which has been unsuccessful in previous semesters. In this case, the student should not take any C-, D +, D, D- and F grade.

DETERMINATION OF GRADES

The final grade of a course includes all the tasks that the student has been engaged (final exam, mid-term exams, quizzes, practices, assignments, projects, workshops, seminars, attendance, laboratory studies, etc.) within a semester with respect to such course. The relevant lecturer has the obligation to announce to the students his evaluation system regarding the courses to be offered in the syllabus within one week following the beginning of each semester.

The Department's Coordinator provides detailed instructions for the grade completion.

FOREIGN LANGUAGE

Academic staff who teaches courses in a language other than Albanian shall be fluent in that specific language and they should prove it with an international test known.

TEXTBOOKS AND SUPPLIES, INSTRUCTIONAL MATERIALS, AND SUBSCRIPTIONS

Academic staff members are advised in writing to the Head of Departments before the semester starting for requisitioning textbooks and supplies. The responsibility for ordering texts is vested in the Library Office and for supplies in the Administrative Affairs Office. Faculty members may not order textbooks for classes directly from the publisher. Faculty members are not permitted to sell any textbooks, notes, or supplies to students in class.

ACADEMIC CALENDAR

The Academic Calendar is published on the web and distributed annually to the faculty; additional copies are available in the Department's Secretary.

UNIVERSITY POLICY ON COPYRIGHTS

Except as specifically exempted by University policy, faculty, staff, and students are entitled to claim copyright ownership, including worldwide rights, of the following works authored by them: books, articles, educational coursework, similar works that are intended to disseminate the results of academic research or scholarly study, or other works of artistic imagination. The University has no proprietary interest in copyrightable materials produced by faculty, staff, or students under contract with entities external to the University (in which the faculty, staff, or students have no controlling majority interest), except as specifically exempted by policy.

When copyrightable works that have been produced by University faculty, staff, or students who have been specifically directed to produce those works in the course of their employment, or who produce those works under the supervision and control of the University, the copyright interests in such works automatically vest in the University

INFORMATION SYSTEM UNIVERSITY COLLEGE "BEDËR"

BIS is the automation system used in the "Bedër" University College. BIS system allows all activities in the university to become in automated manner. According to BIS project all units have an account and their own websites where they operate in the relevant tasks. In BIS you can find an account also for the academic and administrative staff which account will be available at the start of the employment by the IT office.

WHERE TO FIND GENERAL INFORMATION.

University College "Bedër" Web Page: The University Home Page is a good source of information on a broad range of University programs, services and resources. The Home Page address is www.beder.edu.al

Department's Coordinator: All the related info regarding academic issues and other related topics such as timetables, classes etc. may be directed to the Department's Coordinator.

Human Resources: The Human Resources Office may provide information regarding staff in administrative and academic offices, faculty

committees, awards, and other information relating to the organization of the University.

Administrative Affairs Office: Questions and issues regarding materials and purchasing may be addressed to the Administrative Affairs Office.

The above information should help new employees acclimate to working at University College “Bedër”. The Department is the first resource for information about your duties.