



DIDACTIC RULES AND REGULATIONS OF POLIS UNIVERSITY





CHAPTER 1 PROGRAMS OF STUDY

Article 1

Forms of studies at POLIS University

1. The application and implementation of the study forms is made with the proposal of POLIS University and with the approval of the ministry responsible for education, in accordance with law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania" and other bylaws.
2. In POLIS University, in accordance with the above legal provisions as well as the order to open the programs, the form of full-time and extended-time study is used.

Article 2

Study programs

1. POLIS University offers level 5 to 8 study programs of the European Qualifications Framework as well as training courses.
2. Study programs organized in the professional studies program of the first cycle, the second cycle program, the second cycle studies program, as well as the third cycle program.
3. POLIS University offers university study programs which are module-based and credit-rated, according to the European Credit Transfer and Accumulation System (ECTS). The average amount of credits accumulated in one academic year by a full-time student is 60 credits.
4. Study programs are drawn up by the Department of Law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", according to the specifics of each program and are approved by the Academic Senate.
5. POLIS University publicly announces the study programs it offers before the start of the application for admissions.

Article 3

Credits

1. One credit of university training corresponds to 25 working hours of the student. A lesson is calculated as 50 minutes. The average amount of work done by a student during a year of full-time university studies is 1500 teaching hours (60 credits), which include hours in classrooms and hours for independent work.
2. Hours for independent student work occupy no less than half of the total fund of 1500 hours. The average weekly load in the auditorium for lectures, exercises, seminars, laboratories and forms of continuous control and practice sessions developed in the auditorium is 20-25 teaching hours per week.
3. The student earns credits corresponding to every educational activity (course, internships, diploma, etc.), only in the event of a positive evaluation in the final verification of the knowledge acquired from him/her.



Article 4

Opening, closing and reorganization of programs of study

1. Programs of study open, close and are reorganized when the structural, organizational requirements and criteria regarding the academic staff are met, which will be engaged in the realization of disciplines or other educational activities, based on the needs of the labor market and the expansion targets of the higher education system.
2. The new programs of study of all cycles open, close and are reorganized upon a decision of the Minister of Education and Sports, based on the request of the University and after the positive assessment by the Higher Education Accreditation Council.
3. POLIS University makes a proposal to the Ministry of Education and Sports for the opening, closing and reorganization of the programs of study after it has gone through all the stages of draft, review, evaluation and approval in the respective levels of the University, according to the procedure for the draft, review and approval of new programs of study mentioned in the present rules and regulations.

Article 5

Formative activities of the study program

1. POLIS University, training activities are carried out through classroom learning (lectures, seminars, studios, exercises, laboratories, forms of continuous control and professional practice sessions developed in the classroom), individual study (studying, working on reports, tasks or projects, exam preparation, diploma thesis preparation and professional practice).
2. In the study programs, formative activities are grouped into:
 - a. Basic subjects of the study program that determine general formation, methodological preparation and general culture;
 - b. Characteristic subjects related to the features of the study program and provide a specific training, according to its characteristics;
 - c. Interdisciplinary and/or integrative subject in one or more disciplines similar to or integrative with the characterizing disciplines, program profile and group of electives;
 - d. Supplementary subjects, focused on acquiring foreign language skills, IT and telematics skills, communication and presentation skills, skills that facilitate entry into the labor market and professional practices developed at public and private entities, according to joint agreements, signed for this purpose;
 - e. Final obligations, related to the preparation of the diploma thesis or the final exam, depending on the study program, the details of which are defined in the regulations of the respective program.
3. Formative activities can be:
 - a. Mandatory;
 - b. Chosen by the students themselves, among those offered by the institution and coherent with the study program, carried out during the academic years of the study program.
4. Distribution of credits according to formative activities within a discipline is determined by the department in function of its nature and expressed in the teaching plans and in the teaching regulations of each study program in accordance with the Instruction of the ministry responsible for education, for the organization of studies in the Institutions of Higher Education.
5. The study programs offered by POLIS University, the number of exams or other forms of final assessment of knowledge acquired in a discipline or other formative activity is



carried out in accordance with the MAS Instruction for the organization of studies in Higher Education Institutions.

Article 6

Organization of professional practices

1. When teaching practice is foreseen as part of the teaching plans and the number of credits needed, students are obliged to do it. Professional internships take place in an institution selected by the student.
2. At the end of the professional practice, the student submits to the Educational Secretariat the form approved for the realization of the professional practice.

CHAPTER II

BASIC DOCUMENTATION OF PROGRAMS OF STUDY

Article 7

Basic documentation of programs of study

1. Organization of a program of study is based on the drafting of the following basic documentation:
 - a. Academic regulation of the program of study;
 - b. Learning Plan;
 - c. Curricula of each subject.

Article 8

Curriculum

1. The total of learning activities are included in the Curriculum, which is the basic document of the program of study. The curriculum constitutes the main documentation with a broad informative nature, which synthetically puts forward the following:
 - a. The subjects of the study program, divided according to the categories of formative activities, as well as in years and semesters;
 - b. Related credits;
2. The curriculum is subject to periodic review and evaluation. The Academic Senate is responsible for the evaluation and final approval of the curriculum.

Article 9

Curriculum of subjects

1. The curriculum of the subject is drawn up for each subject contained in the curriculum. It is given in a summarized form:

- a. Subject;
- b. Title/Pedagogue of the subject (emir, academic title, scientific degree and signature);
- c. Load (number of credits, number of classroom hours, lectures, seminars, practices);
- d. Subject typology;
- e. Academic year/Semester;
- p. Subject type, study program, subject code, e-mail address of the holder;
- g. Summary and learning outcomes;
- Mr. Basic concepts (the concepts on which the subject is built);
- h. Course topics, Forms of knowledge control, attendance, continuous control;



- I. Literature and final remarks by the course lecturer.
2. The course curriculum is drawn up by the subject lecturer, or a group of lecturers, consulted in the Department and approved by the Head of the Department and the Dean of the Faculty

Article 10

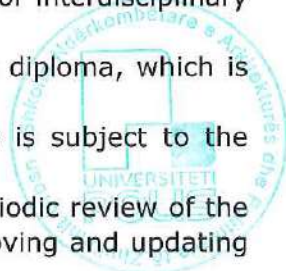
Academic regulation of the study program

1. Each program of study has its own academic regulation. The academic regulation of the program of study is drafted by the head of department/faculty for the program of study, it is evaluated in the Academic Senate and along with the respective program of study it is approved by the Rector, in accordance with the procedure of drafting, review and approval of the new programs of study, which is mentioned in this rules and regulations.
2. The academic regulation that accompanies the program of study is an object of periodical review before the start of the new academic year, according to the procedure provided for in article 11 of this rules and regulations.
3. The academic regulation of the program of study contains:
 - a. The list of the academic disciplines, divided into modules, as well as other learning activities;
 - b. The specific learning objectives of each discipline or any other learning activity;
 - c. The credits and prohibitive obligations for each academic discipline or any other learning activity;
 - d. The dependency rules between the studio and theoretical courses;
 - e. The curricula provided to the students (the shortened programs of the courses);
 - f. The forms of study, exams and other verifications of knowledge acquired by the student;
 - g. The possible obligations related to attendance;
 - h. Special conditions and procedures for the students' transfer.
4. The academic regulation of the program of study defines the criteria of the recognition of credits, knowledge and professional skills certified according to the legal acts in force, as well as knowledge of learning activities of the post high school level which are also in accordance with the specific objectives of the respective program of study. In this case, the maximum number of the recognized credits is below 60 credits for the first cycle programs of study and below 40 credits for the second cycle programs of study.

Article 11

The periodical review of the program of study

1. The study program can be organized with profiles, which offer specializations in narrow directions of the field of the study program, in integrative or interdisciplinary fields;
2. The name of the profile of the study program is noted on the diploma, which is issued at the end of it;
3. The opening, closing or adaptation of study program profiles is subject to the decision of the Academic Senate of U_POLIS.
4. The faculty organizes at the end of each academic year the periodic review of the study program and its teaching regulations, with the aim of improving and updating



their various elements, based on the experience accumulated during the teaching process.

5. The dean of the faculty activates the review group, which is responsible for this process.

6. During this review, attention is paid to:

- a. distribution of credits for the relevant disciplines or group of disciplines;
- b. teaching programs of special subjects;
- c. constituent elements of the disciplines and the allocation of credits between them (lectures, studios, seminars, assignments, projects, laboratories, etc.);
- d. regulation of the study program;
- e. the necessary didactic basis for the realization of the study program, the identification of deficiencies and the taking of measures for the following year;
- p. used literature, observed deficiencies and measures to improve the situation;
- g. implementation of the study program in the relevant academic year;
- h. knowledge control procedures / exams and analysis of control results;
- i. feedback received from students / alumni / partner institutions / external evaluation experts / partners from the labor market.

7. The successful implementation of the review process requires the collection of necessary data for the academic year. The Internal Quality Assurance Unit organizes the process of attracting students' opinions regarding the development of the learning process in all disciplines.

8. The coordinator of the learning process continuously monitors the progress of the learning process, recording all deficiencies in the development of learning, which become the object of the review process.

Article 12

Registration, Data storage and Reporting

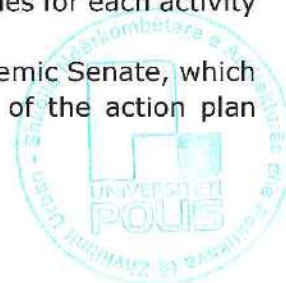
1. All data collected according to Article 7 of this regulation are processed, analyzed and presented in a summary report by the Internal Quality Assurance Unit which sends it to the Heads of Departments, Deans and the Rectorate.
2. The review report determines the changes to be made in the program of study and its academic regulation, the implementation process, the material and didactic basis, the academic staff, the knowledge control procedures and evaluation of students, the evaluation process from the students. All recommendations are recorded in the action plan, in which the responsible persons are assigned and the deadlines for each activity are established.
3. The review report of the program of study is analyzed by the Academic Senate, which approves it. The Rector takes measures for the implementation of the action plan according to the established deadlines.

CHAPTER III TRANSPARENCY

Article 13

Informing the students

1. POLIS University has set up an organized system of information to communicate to the students all the necessary information about the programs of study, the



learning/teaching process, the institution's statute and rules and regulations, the procedures related to various activities of the learning/teaching process, etc.

2. The necessary information is announced in several forms:
 - a. on a written form, in the form of guides, regulations, leaflets, procedures, etc., which are found in the secretariat and are made available to the students;
 - b. in an electronic format through the website of the University, the facebook page of the university and the newsletter;
 - c. On a written form in the established premises of the University, such as the teaching schedule, different announcements, important parts of the rules and regulations, results etc.
3. Important decisions made by the Board of Directors, the Academic Senate, the Rectorate and the Dean's Office in connection with the various activities of the learning/teaching process, the students, the results of analysis, etc., are communicated to students in various forms such as direct meetings with students, written announcements in certain areas of the University, reports on its website etc.

CHAPTER IV **ADMISSION OF STUDENTS AT POLIS UNIVERSITY** **Article 14**

General Provisions

1. Pursuant to the Statute and the present Rules and Regulations, admission of new candidates to attend studies at the Faculty of Architecture and Design and the Faculty of Planning, Environment and Urban Management is made possible through the admission test. The winning candidates in the admission test enjoy the student status and are entitled to attend studies in the academic year in which they are enrolled after their registration within the set deadlines and upon the completion of documentation. For their enrollment, students must submit to the secretariat all the documentation provided for in Article 16, and must have paid the tuition fee for the program of study they will attend. Enrollment takes place at the beginning of each academic year within the deadlines announced by the University.
2. Admission of students at POLIS University goes through several stages provided for in Articles 15, 16, 17 and 18 of this Rules and Regulations.
3. Announcement of the commencement date of enrollment to enter the testing process is made by the Rector.

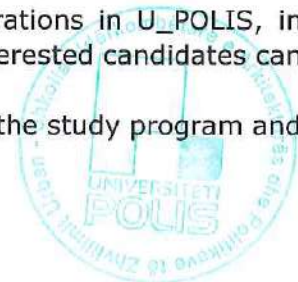
Article 15

Application

1. Immediately after the announcement of the start date of registrations in U_POLIS, in accordance with the provisions of the MAS Annual Instructions, interested candidates can apply.
2. The documentation list of application is defined in the regulation of the study program and announced on the official website of U_POLIS.

Article 16

Application for enrollment





1. At POLIS University, the application for registration in all national study programs is made in accordance with the annual stipulations of the MAS Guidelines.
2. The application form together with the required documentation must be submitted to the Academic Secretariat of POLIS University or can be sent online to the address: info@universiteti POLIS.edu.al until the registration closing date.
3. In case of online application, the supporting documents must be submitted together with the application form and replaced with the originals at the time of submission to the teaching secretariat of POLIS University.

Article 17

The Test

1. Admission of candidates to attend studies at POLIS University, for the first cycle programs of study (3 years) and the first and second cycle integrated programs of study (5 years), is based on a selection process consisting of an oral interview in the presence of a commission, and a logical test based on the knowledge acquired by the candidate at school, in social, scientific sciences and current events.
2. The development of the test by the students is not mandatory and serves as a ranking criterion and not an obstacle.
3. Students are invited to the test according to the groups designated by the Teaching Secretariat. The logical test takes place according to the time and date determined by the Teaching Secretariat.
4. For the second cycle Master of Science and Professional Master, admission is based on personal files with the documents provided for in the definition of the annual Guidelines.
5. For third cycle study programs (which are offered as joint or double programs with foreign institutions of higher education) admission is based on the regulations of the study programs and cooperation agreements with the partner institution.
6. For professional study programs, admission is based on the annual Guidelines.

Article 18

Announcement of results and enrollment

1. According to the specifications of the annual Guidelines for new admissions, U-POLIS at the end of the applications for each round ranks the applicants according to the admission criteria. The lists are made public in the premises of U-POLIS as well as on the official website as well as the official website of RASH. Official registration means completing the necessary documentation at the Educational Secretariat and is finalized by receiving the matriculation number from the Educational Services Center.
2. In the event that the student has not paid off the financial obligation, or completed any of the documents required for registration by the specified deadline, he cannot follow the educational process.
3. The Finance Office updates the status of repayment of obligations by students with frequency according to needs and submits to the Educational Secretariat the list with the names of students who have not paid off the obligation.

Article 19

Transfers



1. The registration of candidates for transfer is done in accordance with the annual Instructions of MAS, respecting the acceptance criteria, documentation as well as registration deadlines.
2. For candidates transferring from other universities, the evaluation of academic credits is done by a special commission of POLIS University according to the procedure provided in Article 59 of this regulation.
3. Official documents containing the list of subjects and a brief description of their educational programs, developed up to the moment of the request for transfer,

legalized with the stamp and signature of the relevant university, are also attached to the documentation provided for in Article 16.

4. The student must also submit a Certificate of deregistration from the previous University.

CHAPTER V ORGANIZATION OF UNDERGRADUATE STUDIES

Article 20

Forms of learning

1. The teaching work with students includes a variety of forms of learning and knowledge control. These forms are harmonized among them through certain reports, specified in curricula, course programs, and academic regulation of the program of study.
2. The main forms of work at POLIS University are:
 - a. forms of theoretical and practical classes: lectures, seminars, exercises, laboratory and studio work, consultations, presentations, professional practices, course assignments, course projects, essays, scientific and experimental work in their respective fields, etc;
 - b. knowledge control forms: Oral and written course exams or in the form of open conversations, defense of their course work and assignments, defense of professional practices, exams, defense of diploma thesis, etc.
3. Departments, with the approval of the Dean's office, may determine other forms of educational work, especially to control the acquired knowledge. Specification for these new forms is done before the new academic year begins and it is communicated to the student at the beginning of the learning process.
4. Forms of learning are made concrete by drawing up the following documents by the academic secretariat, which are announced 5-10 days before the start of the new academic year/semester:
 - a. the teaching structure for the program of study, in which elements making up this structure are defined (classes, the exams and diploma season, workshops, holidays, etc.);
 - b. the teaching schedule, which is prepared in accordance with the curriculum, the teaching groups, the number and capacity of auditoriums, in order to have a balanced distribution of the daily load of the students in the auditorium

Article 21

Organization of the learning process

1. The Dean of the Faculty is responsible for the organization of work for a good start of the learning process, for providing students with textbooks and other didactic learning materials, as well as for providing the academic staff.
2. The Chancellor is responsible for the availability of the university facilities (auditoriums, reading rooms, library, etc.) and the necessary infrastructure (internet services, telephone, photocopy, other student services, etc.) for the successful conduct of the teaching/learning process.
3. Deans are responsible for sharing the workload between members of the academic staff, respecting the norms of workload approved by the relevant rules and regulations and procedures, the level of qualification and experience of the academic staff and the number of groups for respective disciplines. The Dean calls the invited and the contracted academic staff to discuss about their workload and the time for doing their work.
4. The internal academic staff, invited or under contract, before the beginning of the semester, submits to the Department: the detailed course program (syllabus) and literature for students or bibliographic references.

Article 22

Courses and the learning groups

1. The learning process is conducted in groups and courses. The group constitutes the basic lineup with which they realize all forms of the learning process. As a rule, it has 15-30 students, and on that basis seminars, studios, practical works, laboratories, exercises, etc., are conducted. In certain courses, for the conduct of works of studio, laboratory, linguistic work and practical lessons, in view of: the nature of assignments, projects, type of work in a group, collaboration between specialties, professors and assistants, facilities and infrastructure available, the learning can be divided into smaller or larger units. Approval is made by the Dean of the Faculty, based on the proposal of the department, at the beginning of the academic year, along with the documentation of the study programs as part of the curriculum. The course is a broader lineup and includes some learning groups for only one academic year.
2. The Dean's Office implements the above provisions in accordance with the real possibilities.
3. The division of students into groups is reflected in the electronic management system - Pitagora, where the development of lessons by the teacher and the presence of students is evidenced.
4. At the beginning of each new academic year, the academic secretariat registers the students in the coming years if they have earned at least the minimum number of credits specified in this rules and regulations and they pay the tuition fee.

Article 23

The conduct of the class

1. The time and the auditorium where classes take place is determined in the schedule announced by the Academic Secretariat, which must be respected by all professors and students. The schedule is built on methodical and pedagogical criteria, taking into account the harmonization of the various forms of teaching (lecture, seminar/exercises, studio, laboratories, etc.) of different disciplines, and the rational distribution of student load. Changes in the schedule are made only by the academic secretariat.

2. At POLIS University, conducting scheduled teaching sessions is mandatory, with the exception of special cases, for objective reasons that are verified or verifiable. The teaching sessions that do not take place must be replaced at a later date determined by the Academic Secretary. It follows and highlights the progress of the teaching process on a daily basis.
3. Each teaching class lasts 50 minutes, with a break of 10 minutes in between.

Article 24 **Attendance**

1. The student must attend all forms of the teaching process. Attendance is mandatory at a rate of not less than 75% of the number of sessions conducted for the Bachelor, Master of Science programs of study, and the second cycle Integrated programs of study, and not less than 80% of the Professional Master programs of study.
2. When a student with or without reason, does not participate in over 25% of the number of sessions held (for the Bachelor, Master of Science programs of study or the second cycle Integrated Programs of Study) and over 20% of the sessions held in a course (for the Professional Master programs of study), he/she is declared unclassified and is not allowed to settle the obligations of this course. He is obliged to follow again the classes in the seasons offered by POLIS University with the same attendance obligation.
3. The student's participation is regularly recorded in the electronic management system - Pitagora (Appendix 1). The teaching secretariat regularly monitors the attendance of students in teaching activities, records any violation of the accepted minimum limits, and reports to the deans.
4. Specific requirements regarding attendance for special courses are stated in the teaching rules and regulations of the relevant program of study.

CHAPTER VI **RULES AND REGULATIONS FOR THE TEACHING PROCESS AND THE PREPARATION** **OF INFORMATION MATERIALS**

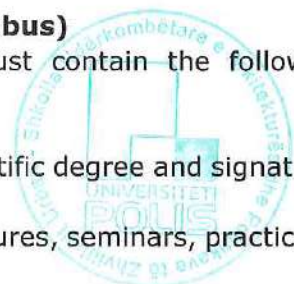
Article 25 **Teaching Materials**

In order to conduct the teaching process at POLIS University, lecturers should prepare the following materials:

- a. *the detailed program of the course or the syllabus* (attachment 1 – the course's program form);
- b. *materials to study the course.*

Article 26 **The detailed program of the course (syllabus)**

1. The syllabus is the detailed course program which must contain the following elements:
 - a. The title of the course;
 - b. Head/Teacher of the subject (name, academic title, scientific degree and signature) ;
 - c. Load (number of credits, number of classroom hours, lectures, seminars, practices);
 - d. Subject typology;
 - e. Academic year/Semester;



- p. Type of subject, study program, subject code, e-mail address of the holder;
 - g. Study program;
 - h. Subject code
 - i. E-mail address of the head/teacher of the course;
 - j. Summary and learning outcomes;
 - k. Basic concepts (the concepts on which the subject is built);
 - l. Course topics, Forms of knowledge control, attendance, continuous control;
 - m. Literature (mandatory basic literature and recommended literature) and final remarks by the course lecturer.
2. The syllabus is completed in Albanian and English.
 3. The syllabus is prepared in accordance with the training elements defined by VKM.
 4. The lecturer must submit the detailed syllabus/syllabus before the start of the semester.
 5. The process of preparing syllabuses (detailed programs) starts in the previous academic year. The course program (syllabus) is drawn up by the head of the course and approved by the head of the department. The approved syllabus is uploaded on the e-management portal
– Pythagoras. A physical copy of the syllabus is signed and submitted to the head of the department.
 6. The teacher explains all the elements of the syllabus in class on the first day of class at the beginning of each semester.

Article 27

Terms of Reference

1. The terms of reference are not mandatory guidelines that explain objectives and the way how students should carry out assignments and projects. They can be made available to students by the lecturers during the course in order to enable a better understanding of the assignment or project where appropriate.
2. The breakdown of the terms of reference depends on the specifics of the course and lecturer's objective. The terms of reference can be part of the chapter "assignment" of the detailed program of the course.

Article 28

Study Materials

1. Students are made aware about the bibliography in Albanian and English as well as its sources.
2. The study materials should be organized by the lecturer in the form of a handout and be submitted at the Academic Secretariat before the academic year starts. The latter then are multiplied by photocopying and multiplying section.
3. The standard of the work and the delivery of lectures should be unified. The handout materials must have a standard cover of POLIS University (if they do not have a specific cover for them). The cover should include: title of the course, Code of the Course, name of the lecturer/lecturers, logos of POLIS University, academic year, as well as the note "Handout only for internal use", until this handout is set to be published as a book.
4. In addition to the lectures in the form of handouts, students can be recommended additional literature in Albanian or foreign language.



Article 29

Organization of the teaching process from the lecturer

1. The lecturer is responsible for the teaching process from the compilation of the detailed learning program (syllabus) and the announcement to students, organization of this process according to the elements already declared, to the storage of the teaching materials (assignments, projects, accepting sheets etc.) according to the rules of document storage. More detailed rules concerning the submission of course study materials are determined by order of the Administrator.
2. The lecturer is presented at the University no less than 15 minutes before the start of class, according to the employment contract signed between POLIS University and the employee. Each lecturer must take the register and the relevant tools for every class at the Academic Secretariat.
3. Each lecturer must respect the teaching schedule by making sure of the start and the end of the teaching process.
4. Each lecturer will be provided with a schedule of classes by the Academic Secretariat of the University.
5. In cases of absence or delay, the lecturer should immediately inform the Academic Secretariat at the time he/she has the reasons to be absent or come late by using the following phone numbers: +355.42.407420 / +355.42.407421 or mob. +355694088111.
6. In case of class replacement, the lecturer in collaboration with the Academic Secretariat and the students should decide about the date and the time of the class.
7. The lecturer should take note of the presence of students at the beginning of each class. If there are departures of students after receiving the absences, the lecturer should take notes for the presence of students at the end of the class as well.
8. The presence of students in the auditorium is reflected by the subject holder in the electronic management system - Pitagora.
9. At the end of the semester, the teacher submits to the Teaching Secretariat:
 - a. the evaluation minutes (downloaded from the electronic management system – Pitagora) signed, which contains all the evaluation elements that are presented in the syllabus.;
 - b. tasks performed by students in hardcopy and/or in electronic format. The archiving of tasks is carried out in accordance with the regulations of the Archives of U_POLIS.

Article 30

Completing the multifactorial assessment table

1. The Evaluation Table must contain in the last column the grade converted from the totalizer of all elements of the semester/year.
An example of the assessment table for a course containing project divided into three phases, presentation, theory test, marks for frequency and class preparation is attached.
2. This table is built by each lecturer according to the specifics of the relevant subject. The teacher keeps detailed records for each component provided in the table for each student.
3. The evaluation table contains all the determinations and classifications for each student, reflecting the information recorded by the lecturer and that sent by the Educational Secretariat in relation to the following.

4. For students who do not achieve enough points to pass the course requirements, the lecturer communicates individually the elements that he must repeat (and present in the next session) to achieve a passing grade. The new points gained in the evaluation elements given by the lecturer are reset in the table to derive the sum of the points. The points obtained in frequency, activation during the semester or other components according to the specificity of each subject cannot be changed in the second evaluation.
5. At the end of the teaching process, teachers must complete the multifactorial evaluation table of the obligations provided by the subject.
6. The points conversion table, the multifactorial evaluation table are defined in the syllabus of each subject.

Article 31

Prohibitive Criteria

1. The prohibitive criterion applies in cases when even though a student gets points over the passing margins, he/she has not met at least one of the criteria announced beforehand from the lecturers.
2. If there will be prohibitive criteria in order to get the final evaluation, which means that the course cannot be considered satisfying even though the total points passes the passing margin, these will be made clear by the lecturer in the syllabus since the beginning, along with the other evaluation criteria. Such could be:
 - a. Failure to submit the assignment/project;
 - b. Failure to get the sufficient points in the assignment/project;
 - c. Failure to complete the minimum number of consultations for an assignment/project;
 - d. Failure to get sufficient points in theoretical tests/exams etc.
3. In this case the earned points are kept "frozen" until the student meets the "prohibitive" element in the nearest season according to the definitions of the syllabus. The multifactorial table is noted with the letter "**P**".
4. For the student who did not attend the course to the extent of 75%, it is noted in the Evaluation Table NOT CLASSIFIED (NK). This student will attend this course in the seasons offered by the University.
5. 5. For studio courses, not getting enough points in the project requires repeating the course from the beginning.

Article 32

Evaluation Record

1. The evaluation record constitutes the final act of grade formalization, which the lecturer withdraws at the Academic Secretariat and completes it in accordance with the information contained in the evaluation table.
2. *The evaluation record* includes: the student's final evaluation for the course (The grade) against the student's name, date of conducting the exam and the lecturer's signature.
3. The record is signed by the lecturer/lecturers of the course, the chief secretary and finally by the Dean of the respective faculty, who also makes verifications in cases of irregularities. The record also includes the names of all the students of the respective group.



Article 33

Announcement of results and documentation

1. Before the lecturer announces the evaluation through the multifactorial evaluation, the Academic Secretariat makes the final verification of the qualified students for evaluation, or to enter the examination, through the verification of attendance, the meeting of obligations, consultation with the dependency rules, payment of tuition fees, library obligations, etc. If there are any of these, the secretariat makes the relevant note and informs the lecturer.
2. Announcement of the final evaluation is made by the lecturer of the respective course, which is accompanied by his/her signature. The final evaluation is announced in a detailed form through the evaluation table and the evaluation record. This enables students to see the evaluation for each element announced.
3. The time for the announcement of results is determined in collaboration with the Chancellor and the Dean depending on the volume. Delays of evaluation results, if it is not motivated, are a responsibility of the evaluation committee. In this case the relevant dean of POLIS University draws attention to the evaluation committee considering it a violation of these rules and regulations and sets a second term. If this deadline is not respected either, he makes a prompt decision to create a new committee for the course evaluation.
4. In case of uncertainties, the lecturers, can give clarifications to the students in a special session.
5. The student has the right to dispute the received assessment.
6. In case of dispute, the Evaluation Committee examines student complaints. In case of a change of assessment, a motivation will be provided by the teacher.
7. In the event that the decision of the first assessment committee is disputed by the student within 5 days from the announcement of the decision, the head of the department examines the student's request and makes a decision to reject it or accept it. In this case, the head of the department sets up a special evaluation committee with members other than the first one, which also gives the final evaluation of the course.

Article 34

Repeated Exam because of failure to pass

1. Students have the right to take exams they have failed before in every season announced by the Academic Secretariat. The exam can be taken after the additional tuition fee payment. Each exam should be assisted minimally by two professors.

Article 35

The Manner of providing dependence

1. Aspects of dependence between courses is treated in accordance with:
 - a. the nature of the courses by separating them into studio courses, which are grouped based on the topic and into theoretical courses.
 - b. the structure of the courses, based on their organization in parts or modules.
2. Based on the provisions of paragraph 1 of this article, we distinguish:
 - a. dependencies between courses (as between studio courses and theoretical ones);
 - b. dependencies within courses (according to the divisions in parts or modules provided by the syllabus).
3. Subject dependency, when applicable, is provided in the study program regulation.



CHAPTER VII
CONTROL OF KNOWLEDGE
Article 36
Evaluation System

1. Knowledge evaluation at POLIS University is carried out through the system of 10 grades (from 1 to 10, where 10 is the maximum evaluation). Using this system makes possible the evaluation process in all forms of control used. Grades from five and above are passing grades.
2. The evaluation is carried out according to the articles 31 and 32 of this Rules and Regulations.
3. The procedure for documenting the student evaluation is done with the *Evaluation Table* and the *Evaluation Record* for each course.

Article 37
Forms of knowledge control

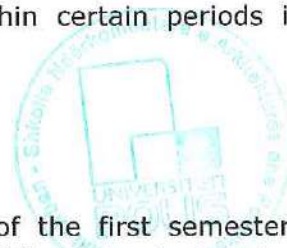
1. Knowledge control of a course is done according to the system stated in the syllabus or the system that has been reported during the year.
2. Organization of the evaluation components is in function of the course's nature. It is determined by the course lecturer, supported in the course program, and it is approved by the Dean.
3. Exam theses are drawn up by the Dean.

Article 38
Preconditions for evaluation

1. The student is entitled to receive the evaluation of a course when within the period prescribed in the schedule of liabilities:
 - a. he/she meets the binding criteria determined for that class;
 - b. the course dependency table allows it;
 - c. he/she has paid the tuition fee.

Article 39
Knowledge control sessions

1. Processes of students' knowledge control are held within certain periods in the educational structure of the academic year.
2. Knowledge control is held in three sessions:
 - a. knowledge control winter session;
 - b. knowledge control summer session;
 - c. knowledge control fall session;
3. Knowledge control winter session is held by the end of the first semester. The knowledge control summer session is held after the end of the second semester. The knowledge control fall session is held before the start of the academic year.
4. The student is not allowed to settle for the second time the evaluation of a course within one session.



5. For non-university professional study programs and programs with an extended period of time, the knowledge control takes place at the end of the module / subject during the academic year, as well as during the fall season.

Article 40

Conditions of passing in the following year

1. The academic year closes at the end of autumn.
2. For all study programs, the first year student moves to the second year if he has received no less than 50% of the credits (30) of the first year. Students who fail to accumulate a minimum of 30 credits at the end of all seasons of the first year lose the right to continue their studies in that study program.
3. The student who in the following academic years (from the second year onwards) does not accumulate 60 credits per year, will be assisted by the academic advisor to establish a personal learning plan, in accordance with the POLIS University learning plan.
4. The student registers in the electronic system - Pythagoras for the subjects according to the personal learning plan drawn up with the assistance of the academic advisor.
5. Students who do not qualify for certain courses and have the obligation to attend them, may attend up to 20 credits from previous years in the following academic year.
6. Students who have 60 or more credits without attending, do not pass to the next year but repeat the year by repaying the outstanding credits.

Article 41

Improved grades

1. The student has the right to appeal, in case the procedural rules were violated against him during the exam or he does not agree with the assessment made. The complaint must be submitted in writing to the secretariat, within 3 working days from the announcement of the result. This complaint is reviewed by the Dean, who may call the head of the relevant basic unit, the examination committee, and the student himself for clarification. After judging the case, it takes the corresponding final decision within three working days. When the complaint is justified, the dean declares the evaluation result about which the student has complained to be invalid and decides that the student is re-evaluated or retakes the exam, with a committee set up separately where the procedure followed to resolve the complaint, as well as the decision of received, documented. The student has the right to ask to improve only one grade, for each academic year before it closes.
2. The student has the right to seek to improve only one grade for each academic year before it closes.
3. To improve the grade, the student must be evaluated only once and only in the next season. The grade in force will remain the one the student will take at the end.
4. The request for an improved grade is presented to the Secretariat, which performs the appropriate actions.
5. Students may only improve the evaluation taken in the form of the knowledge control through an exam, which is attached to the evaluation taken in the other elements of the course during the school year.



CHAPTER VIII
GRADUATION
Article 42
Graduation Modalities

1. At the conclusion of the full study program, students are eligible to graduate in order to be awarded the respective title determined in the statute. Graduation takes place through **the preparation of a diploma thesis defense.**
2. From the moment of enrollment in a program of study to the diploma defense season, no more than 10 academic years should pass for the second cycle integrated studies, 6 academic years for the first cycle "Bachelor" programs of study, 4 academic years for the second cycle "Master of Science" programs of study and for the second cycle Professional Master" programs of study". Because of failure to respect these deadlines for the respective programs of study, students will no longer enjoy the right of graduation.
3. In the period mentioned in point 2 of this Article, the period in which the student has suspended the pursuit of studies is not counted.
4. For the Scientific Master's programs, integrated programs of the second cycle and programs of the third cycle, graduation is done through the preparation of the defense of a diploma topic.
5. The basic rules for a student to qualify for the graduation process are:
 - a. Submit a request/proposal at the beginning of the last academic year which is approved by the Dean.
 - b. Prepare his/her diploma and complete consultations organized with the Leader according to the scheduled consultations.
 - c. He/she has successfully carried out controls during the graduation process, in which the workload performed and the quality of his/her performance is controlled.
 - d. Be provided with a written evaluation of the opponent after final completion of the project.
6. The student cannot defend the diploma thesis without having settled all obligations and without earning the number of credits as foreseen in the plans and programs of each program of study.
7. Before the thesis defense, the student should have liquidated all financial and material obligations towards the university.
8. The respective faculties communicate the program of the diploma preparation to the last year students.

Article 43
The diploma thesis

1. The Diploma thesis is an independent and creative work of the student in the form of a project or a general study in the respective fields according to the programs of study delivered by POLIS University. The diploma thesis contains a variety of tasks and requirements and the way he/she treats them in the thesis enables him/her to show his/her professional skills and competence to conduct studies and projections in the respective fields through the knowledge gained during the school period and the concrete study and design work.



2. The Diploma thesis can be individual or collective (two or three students), in the case of complex research topics. In the case of collective works, students have separate topics to address, by respecting an equal division of the workload they will perform.
3. The diploma topics and the appointment of experts who will guide the work of the diploma topics are determined by the relevant department and approved by the Dean of the Faculty. In determining the topics of a diploma, departments and faculties cooperate with IRD_POLIS and other public or private institutions working in relevant fields.
4. The student has the right to express his will in regard with the thesis he/she wants to develop, his leader and consultant. The department reviews all the specific requirements of students and makes a decision.
5. The modalities and specifics of the diploma thesis preparation are defined in the Diploma Regulations, according to the study programs.

Article 44

Organization of the diploma defense

1. POLIS University organizes three seasons for the diploma defense: in summer, autumn and winter. Dates of defense under the respective seasons are determined by the Dean.
2. Preparation and submission of the thesis work is done as prescribed by the norms of this rules and regulations and other rules imposed by the faculty, and follows procedures approved by the Dean before it is defended in front of the relevant committee.
3. The thesis work is defended in front of a special committee, approved by the Dean. The chairman of the committee is appointed by the Dean. In any case, he/she respects the relevant procedure and rules set by the Dean for each undergraduate. The Diploma Committee works when not less than 2/3 of its members are present. The diploma defense is public.
4. Other rules related to the diploma defense are established in the diploma thesis rules and regulations.

Article 45

Evaluation of the paper

1. Within three days from the date of the diploma defense, the Diploma Committee signs the final records of the diploma's grade. The grade is an average evaluation that each member of the committee has given, as well as of the evaluation of the leader/group of leaders and the Opponent. The Committee's evaluation makes 50% of the final evaluation. The final assessment consists of:
 - Evaluation of the commission at the rate of 50%
 - Evaluation of the leader / leading group at the rate of 30%
 - Evaluation of the opponent at the rate of 20%
2. The evaluation of the diploma committee, the leader/group of leaders and the opponent are documented and attached to the diploma defense record, in which the final grade is registered.
3. If the student is evaluated with a negative grade in his/her diploma thesis, he/she can defend a new paper within the deadline of the maximum duration of studies in accordance with the laws and bylaws in force.

Article 46



Issuance of diploma

1. A student who has met all the requirements of the curriculum and defended the diploma (diploma thesis or learning exam, he is provided with the relevant diploma, accompanied by a diploma supplement.
2. The diploma is signed by the Dean of the faculty and the Rector of the University. For each of them the name, surname, title and scientific degree is noted down. Their signatures are verified with the seal of the university.
3. Students who lose the right to graduate, after the expiry of the maximum duration of studies, are provided with a certificate in the quality of "Undergraduate Specialist in Higher Education" and the grades sheet, listing all courses with the respective credits earned and the corresponding grades and weighted average grade.
4. The diploma submission is done through a public ceremony, in which authorities of the university attend, as well as other well-known authorities where POLIS University performs its activity. The students who have completed all studies with grades of "ten", are awarded with the "Gold Medal" Certificate. The students who during their studies have taken over 80% of grades of "ten and the rest grades of "nine", are awarded with the "Excellent Student" certificate.
5. The diploma is withdrawn by the graduate himself/herself by his/her signature and it is recorded in the appropriate register. If the presence of the graduate is objectively impossible, the diploma can be withdrawn by one of his/her family members, equipped with a special power of attorney and his/her Identity Card. If the diploma is not completed properly, the person concerned should not withdraw it and ask for a regular diploma.

Article 47

The Diploma Supplement

All At the end of the studies at U-POLIS, the student is provided with the following documentation:

1. Diploma;
2. Diploma Supplement, all diplomas issued by the University are accompanied by the Diploma Supplement which contains the following information as well as others provided for in the relevant by-laws:
 - a. information on the graduate;
 - b. degree information;
 - c. information on the cycle (level) of the study program;
 - d. information on program content and outcomes;
 - e. information on the purpose of the program.

3. Certificate of Grades;
4. Course Catalog.

In cases of loss of the above documentation by the student, a duplicate of the Diploma, Diploma Supplement is not issued. In the meantime, a duplicate Course Catalog and Certificate of Grades is issued.



CHAPTER IX

TRANSFERS, RECOGNITION OF CREDITS AND EQUIVALENCE OF COURSES

Article 48



Transfer of studies and documentation

1. POLIS University accepts transfer students in intermediate years from other universities, within or outside the country, and allows the removal of its students in other universities, according to the procedures provided in this rules and regulations.

Article 49

The creation of the equivalence committee and its decision-making

1. The Dean of the faculty establishes the committee of recognition and equivalence of the courses, in which representatives of course groups to be equaled participate.
2. The Committee makes the equivalence of courses taken by the student with the respective courses of POLIS University, taking into account the credits of the course, the program of the course and the grade taken for the course.
3. The corresponding credit equivalence committee is responsible for verifying the existence and seriousness of the higher education institution where the student comes from, the level of the study program the student has followed, the authenticity of the documents presented. The decision on the transfer of studies is taken by the Dean, after consultation with the department.
4. In function of the number of recognized credits, the program coordinator determines the curriculum that the student will follow in accordance with the articles of this regulation and the study program where he was accepted.

Article 50

Recognition of certified professional skills

1. POLIS University can recognize as credits of university education in its programs of study, professional knowledge and skills certified by the laws in force, as well as knowledge of the learning activities of post-secondary level and are in line with the specific objectives of the relevant program of study.
2. For the recognition of these credits, the dean sets up the equivalence commission according to Article 55 of this regulation, which compares the training activity program carried out with the programs of the respective disciplines. In these cases, the amount of hours developed, the formative objectives of the courses attended, the level of certificates obtained, the similarity of the developed programs with the relevant study programs, etc. are verified.

Article 51

Termination of studies, leaving school

1. The maximum duration of studies in a study program cannot be more than twice the normal duration of studies provided by the program, without taking into consideration the period of time when the student has suspended his studies.
2. The student can interrupt his studies for a certain period of time, by making a request to the Dean at the teaching secretariat. Based on the request, the Dean makes a decision on the interruption of studies. The administrator, based on the Dean's decision and the student's contract, takes a decision on the termination of financial relations with POLIS University.
3. The types of interruptions can be: temporary; continued up to 5 years; deregistration upon request.
4. The student's resumption or re-admission is based on a request submitted by him to the Academic secretariat of POLIS University.

5. The student can undergo re-exams depending on the time of the interruption, in accordance with the relevant legislation in force.
6. Upon the resumption of studies, the student must pay off the new obligations that arise due to the change of the plan and teaching programs of the subjects.
7. The student may leave the University eventually, requesting deregistration by completing a written request to the teaching secretariat, which is presented to the Dean of the faculty to make the decision. Upon making the decision, the teaching secretariat de-registers the student, marking the date of de-registration in the basic register with the student's signature and informing the finance department. The student can withdraw his documents after he has settled his obligations with the library and with POLIS University in general.
8. The deregistration of the student is done of his own free will, except in cases of expulsion from school.
9. The original documents, deposited at the time of registration, are handed over to the student who must complete, at the time of withdrawal, a statement confirming their receipt by the teaching secretariat. The notarized copy of the high school diploma or university diploma will remain in the secretariat.
10. At the time of deregistration, the student is provided with the following documentation:
 - deregistration certificate;
 - grade certificate;
 - the course program that has received evaluation
 - the original documentation submitted at the time of registration (notarized copies are kept in the Educational Secretariat).

CHAPTER X
RULES ON RETAINING REGISTERS
Article 52
Types of registers

1. POLIS University holds six types of registers:
 - a. Basic Register (Matriculation);
 - b. Register of Grades;
 - c. Register of Diplomas;
 - d. Register for the title Docent;
 - e. Register for Professor Emeritus;
 - f. Register for Doctor Honoris Causa;

Article 53
The Basic Register

1. The Basic Register of POLIS University includes all the winning students who attend studies at POLIS University, registered by the date of registration at the Academic Secretariat.
2. The number of the basic register for each student is immutable and continuous, without break from one year to another.
3. Upon completion of the registration of students of each course, a line and a note is placed that indicates the serial number of the students enrolled (this sheet ends with number x).

4. The Academic secretariat keeps this register also in the electronic version. The master record is kept forever.

Article 54

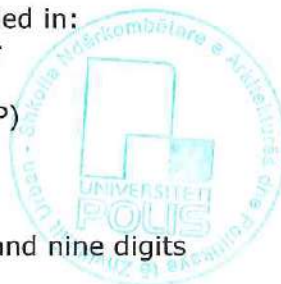
The Register of Grades

1. All winning students are enrolled in an alphabetical order in the register of grades of POLIS University.
2. Writing down of grades in the register based on the evaluation records is carried out by the Academic Secretariat under the monitoring of the Chancellor.
3. The number of the register of grades for each student immutable and in a progressive order, without break from one year to another.
4. It includes a detailed information on the grades of the student during the educational years.
5. The grade of each course that the student attends during the cycle of studies has its own box.
6. Grades are placed by the following color code:
 - a. red color - mark 4 (four);
 - b. blue color - common grade (passing);
 - c. green color - the improved grade.
7. In no case should the register of grades have corrections. Any change or correction shall be noted by three signatures: the person responsible, the Chancellor and the Dean of the faculty, associated with the records describing the details and reasons for the correction.

Article 55

Matriculation of students at POLIS University

1. At the time of registration with documentation at the institution of higher education, the student is also registered in the basic register of students and is provided with a matriculation number, which is assigned by the Center of Educational Services that accompanies him until receiving the diploma for the relevant program of study. This matriculation number is reflected in the basic student register.
2. Students receive the matriculation number (NIM) consisting of three letters and nine digits.
3. In cases where the student de-registers from a study program, his NIM is closed and is not used for another student. In the case when the student suspends the study, his NIM is not closed and remains the same when the student resumes it. In case the student transfers to a study program in another HEI, his NIM is closed and is not used for another student.
 - a) The old rule of Matriculation: Matriculation is coded in:
 - the student's ordinal number in the grade register
 - hyphen (-)
 - the first letter of the major branch of study (A), (P)
 - fraction(/)
 - the page number of the grade register
 - b) Current Matriculation Rule:
The Matriculation Number consists of three letters and nine digits





Article 56

Storage rules and register provision

1. *Register of the Teaching Process.* The data of the teaching process are kept by the Academic Secretariat. This register is held at the premises of the Academic secretariat. A back-up is made to the Register of Grades every time there are additions, in assessment seasons. The rules of storage, archiving of the original and the number of copies are the same as for the register of the learning process. This log is stored forever.
2. Basic Register - kept in the Educational Secretariat. This registry is backed up whenever there are additions. The rules of storage, archiving of the original and the number of copies are the same as for the register of the learning process. This log is stored forever.
3. The register of graduates – is kept in the educational Secretariat. It contains the list of graduates in POLIS University study programs and their personal data. This log is stored forever.
4. The register for the academic title "Docent" - is kept in the Teaching Secretariat. It contains the list of persons who are granted the academic title "Docent" at POLIS University and their personal data in accordance with the legal and by-laws in force. This log is stored forever.
5. Student materials archived at POLIS University are the property of the University and are kept by it.

CHAPTER XI THE LIBRARY

Article 57

The library of the University

1. The library of POLIS University Library is responsible for the preservation, development and management of the asset in the form of books, research papers, electronic works or other forms, as well as for determining the forms of consultation.
2. The head of the library is in charge of the collection of books, periodicals, CD and DVD materials, handouts and lectures, as well as the works of studies that have not been published.
3. 3. The Library of POLIS University is responsible for managing the access of the U_POLIS community to the two digital libraries that Polis University is a member of: EBSCO and JSTOR.

Article 58

The right to consultation and borrowing

1. The people who have the right to consult and borrow library materials are:
 - a. members of academic staff including part-time lecturers;
 - b. students enrolled at the university.
2. Researchers outside POLIS University have the right to consult books within the library premises without the right of borrowing.

3. Each person shall be equipped with an Identity Card or student card in order to use the library services and register beforehand as its member by completing the library card for borrowing.
4. The personal card registers books given for consultation outside the library, with a deadline of 2 to 10 days, and in case of non-compliance one loses the right to consult or borrow other books.
5. In case of non-compliance with the deadline provided in paragraph 4 of this article, the library employee shall follow the following procedure:
 - a. 5 days after the expiry date, the academic staff member or the student shall be notified electronically to immediately submit the borrowed book or books;
 - b. 5 days after the electronic notification and non-compliance of the book or books submission, the person shall be called by telephone asking him/her to immediately submit the book or the books.
 - c. 10 days after communication by telephone and the non-compliance of the book or books submission, measures are taken towards the academic staff member or the student, in cooperation with the university administrator, in the context of the book or books submission.
6. Should there be any damage or loss of the books, a compensation will be asked that goes up to five times the book's price.
7. The fund of the borrowed books is determined by the head of the library.
8. Reference materials such as dictionaries, encyclopedias, periodicals, album books and unpublished works cannot be borrowed, but are allowed to be consulted only at the library premise.
9. None of the library materials cannot be allowed for consultation or loan, if there is no registration and cataloguing earlier to that.

Article 59

Duties and tasks of the library responsible/employee

1. The library responsible/employee is responsible for taking delivery of any new material entering the library, which is subject to the registration and cataloging process.
2. For each set of books coming to the library, where books are equipped with the invoice, the library responsible prepares and signs an entrance act, highlighting their source. The original copy of the invoice for the purchased books is left at the chancellor's office and a copy of it should be kept in the library.
3. Books and any other material are stamped with the library seal on the title page of the book and any other page chosen randomly by the head of the library.
4. All materials entering the library are registered in the inventory book of the library, including the list of all the library's books, by placing an inventory number which increases progressively. This number, which serves as a control element and as a barcode in the database, is written down on the title page of the book and another page chosen randomly by the head of the library, next to the seal of the library.
5. After closing the procedure provided for by paragraphs 2, 3, 4 of this Article, the books are classified by standard tables of the universal decimal classification (UDC), respecting the divisions established by the specialists of the respective fields.

6. The library responsible/employee shall assist students in finding the materials they need.
7. To facilitate the search for books, which may be on different topics, their registration is also carried out in the database of EIN/ISIS program. In this program one shall fulfill some essential and standard areas for each book title, like the bibliographic description and putting key words as searching elements.

CHAPTER XII STUDENTS

Article 60

Rights and duties of students

1. Students' tasks are:
 - a) To strictly respect the General Regulation and other acts of POLIS University.
 - b) To pay regularly and on time the estimated payment of the study fee and submit the payment mandate issued by the Banks where the payment was made according to the deadlines provided in the contract with the University for the academic year.
 - c) To carry out the periodic evaluation of the academic and auxiliary personnel in the electronic system made available by the University.
 - d) To have passed the foreign language defense exam according to the provisions of the MAS Instructions.
2. The rights and duties of students are provided for in Article 62 of the Statute of POLIS University in accordance with the provisions of the legislation in force.
3. Students must also respect the rules of ethics provided for in chapter XIV of the Ethics Regulation of POLIS University.

Article 61

General Rules

1. When students enter the university premises, they must be equipped with the University student card or the student booklet. In case they wish to invite family members, relatives or friends at the university premises, they shall notify the reception desk.
2. Students shall take care for the maintenance of the university property. Should there be any damage caused by the students, especially when they are intentional, measures will be taken from compensation at the measure judged by the Chancellor and the Dean, to the exclusion from school.
3. POLIS is an environment surveyed by the staff and electronic devices during all day and night.

Article 62

Tobacco

1. Tobacco is strictly prohibited In the indoor premises of the University under Article 15 of Law no. 9636, dated 06.11.2006 "On the protection of human health from tobacco products".
2. The Chancellor takes action if the use of tobacco in the premises of the university is noticed.
3. Tobacco may be smoked in outdoor areas of the university, according to the tables placed

Article 63





Behaviour in auditoriums

1. Students must be present in auditorium the audience before the start of the learning process. Their behavior during the process must be respectful to other students and the teacher. The use of cell phones during school hours is strictly prohibited.

Article 64

Studying in late hours

1. Students can study at the university facilities after 20:00 hours only after being registered by the Security Service (of the night shift). They can use the classes and computers only after the Chancellor is informed about this.
2. In case there are any acts contrary to the regulations of the University, the night service immediately informs the Chancellor, who reports the event on time to the family of the student, and if necessary even the enforcement authorities.
3. The presence of "visitors" at the premises of the University, after 20:00 hours, is forbidden even if they are relatives of the student. If family members come for a short time, they may remain at the reception desk at the designated places for them.

Article 65

Maintenance of facilities

1. Students must take care of the maintenance and cleanliness of the facilities they use. When they work on desks in order to prepare different assignments, they should have taken measures to protect them from damage and stains that can be caused by the use of sharp tools or different substances.
Before students leave, they must ensure that the facility lights used by them must be turned off.
2. When using toilets, they are required to keep them clean. The door keys removal and the disposal of solid materials are forbidden.
When the personnel of the university notes that students have been smoking in the bathrooms, or consumed alcohol or prohibited substances, they are punishable by expulsion from the school.
3. Students can turn to the administrator of the learning process to communicate to him the practical problems or lack of operational maintenance and cleanliness of the premises used.

Article 66

Computers and audio system

1. Students can work on the computers of the University, taking care to use them. The consumption of food and beverages during their use is strictly prohibited. At the same time, downloading files from the internet or using infected USB is not allowed.
When damages in computers are noted because of careless use or infection with viruses, a reimbursement for damage will be required, and if intentional damage is found the student can be excluded from the school.
2. The audio system can be used only by persons authorized by the Chancellor, who determines the volume level and the schedules of its use. Every other kind of music can be heard, at the University facilities, only via personal headphones.

Article 67



Services of the library

1. Students can use the library facilities and all books available in it according to the schedules and rules defined.
2. Students must take care of the literature maintenance. In case of damage to books, proper indemnity must take place to the extent that the Chancellor and the Dean will consider it appropriate up to 5 times the price.
3. Students must comply with the terms of delivery of books. In cases of breach of terms, penalties may be applied such as refusal to withdraw other books for a certain period of time etc.
4. Before the exam season, the library sends the list of students who have not returned the books to Academic Secretary and the Chancellor. They will ensure to take measures that students repay their obligations to the Library before they enter the exam.
5. Peace and quietness should be preserved at the library facilities and talks are categorically prohibited. Students should not become an obstacle for those who are studying in the library premises.
6. The library welcomes donations of books, both by students and by the teachers and visitors.

CHAPTER XIII FINAL PROVISIONS

Article 68

Abrogations

1. With the coming into force of the present regulation, any other act in force at POLIS University shall be abrogated with the same subject and for the same field of activity, as well as any other provision of other regulations or acts, which are in contradiction to it.
2. The regulations of POLIS University shall be in accordance with the legislation in force and with the higher education law, especially with the statute of POLIS University.
3. It is only the Academic Senate to enjoy the inalienable right of interpretation and amendment of the present regulation.

Article 69

Coming into force

1. This regulation is approved by the Academic Senate of POLIS University with the majority of votes.
2. The didactic regulation of POLIS University shall be amended by the Academic Senate with the majority of votes.
3. This regulation shall come into force immediately on the approval by the Academic Senate.

Approved by decision no.7/2, dated 04/07/2022 of the Academic Senate of POLIS University.

