# POLIS UNIVERSITY

# STUDENT HANDBOOK

## Contents

## 1. WELCOME TO POLIS UNIVERSITY

POLIS University – Space for thinking.

We are delighted you have chosen to study with POLIS University. This is your Student Handbook. It gives you formal notification and explanation of the university's codes, regulations, policies and procedures, and signposts relevant contact details and web links where you can find out more information. It is essential, and your responsibility, to read it and also familiarise yourself.

## 2. ORGANIZATIONAL STRUCTURE

The organizational structure of POLIS University distinguishes 4 (four) types of constituent organizational units:

a. Faculty of Architecture and Design;
b. Faculty of Planning, Environment and Management and
c. Faculty of Research and Innovation; each consisting in two departments and a research centre.
d. Interdisciplinary, Research and Innovation Studies – Innovation Factory

Find out more: https://universitetipolis.edu.al/en/faculties-staff/

## 3. STUDY PROGRAMS

The study programs at POLIS University are organized into four successive cycles: professional diploma, in reference to level 5 of the Albanian Qualifications Framework, the first cycle, the second cycle and the third cycle, in reference to levels 6-8 of the Albanian Qualifications Framework, therefore they provide the students with the possibility for constant qualification. POLIS University also provides life-long learning opportunities.
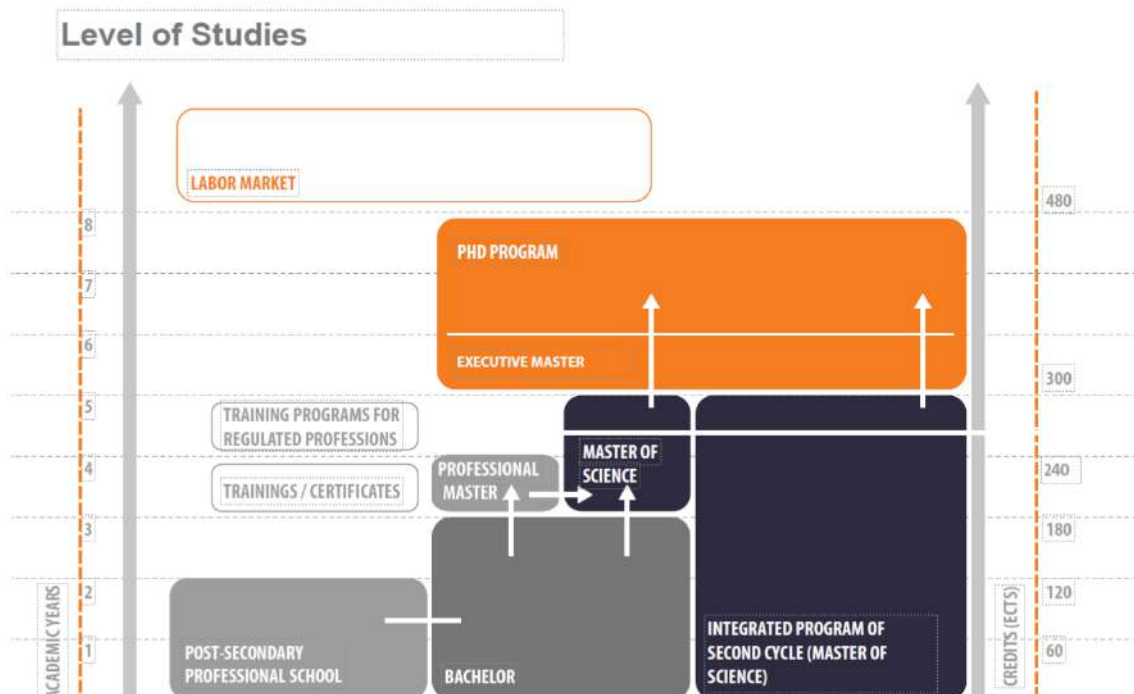
**Study Programs offered by POLIS University are:**

1. Professional Programs:
    a) Energy Efficiency (2 years)
    b) Computer Network Maintenance (2 years)
2. Bachelor Programs:
    a) Art and Design (3 years)
    b) Civil Engineering (3 years)
    c) Computer Sciences (3 years)
    d) Environmental Studies (3 years)
    e) Business Administration (3 years)
3. Master of Sciences
    a) Urban Environmental Management (2 years)
    b) Science in Civil Engineering with two profiles:  -Structure and -Geotechnical (2 years)
    c) Applied Design (2 years)
    d) Computer Sciences (2 years)
    e) Business Administration (2 years)
4. Professional Master
    a) Territorial Planning and GIS (1.5 years)
    b) Digital Architecture (1.5 years)
5. Integrated Master of Science
    a) Architecture and Urban Design (5 years)
    b) Urban Planning and Management (5 years)
6. Executive Master
    a) Restoration, Conservation and Valorisation of Cultural Heritage (1 year)
7. Doctoral Program
    a) International Doctoral Program (PhD) of the "Double-Degree" in Architecture and Urban Planning (3 years)

Find out more: https://universitetipolis.edu.al/en/#

## 4. RULES AND REGULATIONS

Students studying at POLIS University are expected to observe codes of conduct drawn up by the university according to the requirements of Law 80/2015 on "Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", your department can provide details where appropriate.

The University regulations covering student conduct come from four main sources:
(i) Statute of POLIS University
(ii) General Rules and Regulations
(iii) Code of Ethics
(iv) Code of Research and Conduct Ethics
(v) Earthquake Evacuation Plan / Fire Evacuation Plan

Find out more: https://universitetipolis.edu.al/en/transparency/

The University also publishes separate guidance in relation to particular conduct issues which you are expected to comply with. The most relevant of these are listed below:

***The student has the right to:***
a) be represented in the Academic Senate;
b) demand the observance of the teaching/learning process and procedures as detailed in the Statute and Didactic Rules and Regulations;
c) express his/her opinion on the quality of teaching and work of academic staff;
d) attend lectures, seminars/exercises and all other educational activities organized in accordance with the student status;
e) use the premises, school equipment and other services provided by the institution;
f) organize and partake in non-political non-economic student associations by adhering to relevant laws and regulations;
g) receive a student card.
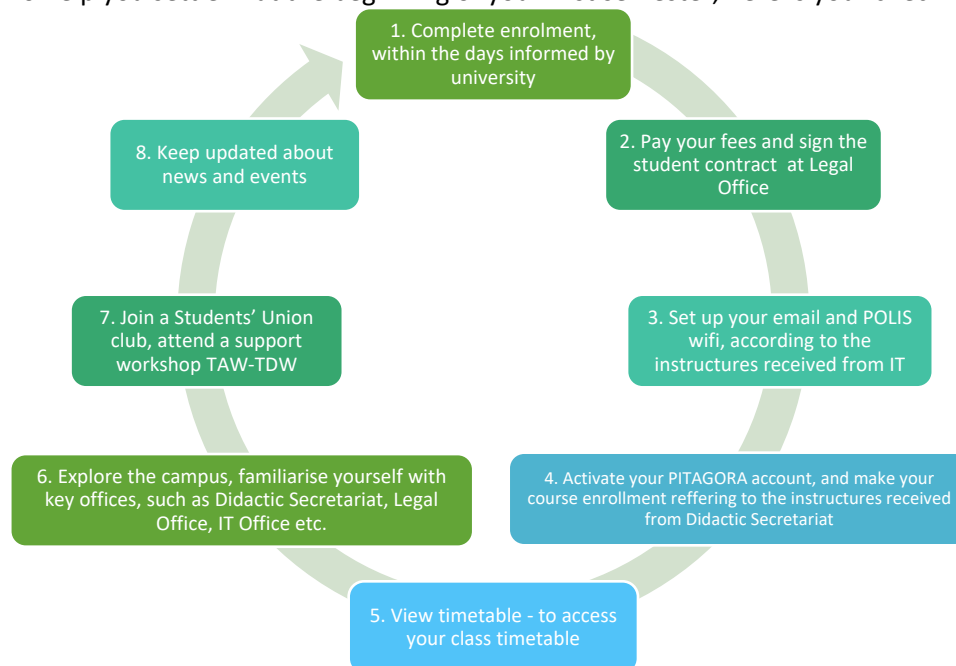h) sign a contract at the time of enrolment at POLIS University.

***The student has to:***
a) recognize and abide by the rules of POLIS University;
b) participate in academic activities and comply the regulations of POLIS University;
c) pay tuition fees and all other financial obligations set out in the respective rules and regulations;
d) comply with the rules of ethics;
e) respect the rights of staff and other students.

Students who intentionally or recklessly breach regulations, or incite or conspire with others to do so, are liable to disciplinary action. Section 10 of this handbook, the 'Student Code of Conduct` section below, describes the procedures and students' rights under those procedures.

## 5. GETTING STARTED

To help you settle in at the beginning of your first semester, here is your checklist:

1. Complete enrolment, within the days informed by university

2. Pay your fees and sign the student contract at Legal Office

3. Set up your email and POLIS wifi, according to the instructures received from IT

4. Activate your PITAGORA account, and make your course enrollment reffering to the instructures received from Didactic Secretariat

5. View timetable - to access your class timetable

6. Explore the campus, familiarise yourself with key offices, such as Didactic Secretariat, Legal Office, IT Office etc.

7. Join a Students' Union club, attend a support workshop TAW-TDW

8. Keep updated about news and events

# 6. CAMPUS FACILITIES

## 6.1 Didactic Secretariat

Didactic Secretariat office is one of the most important services for students of all levels. The office can help with general administrative advice and support on all aspects of your student career, including queries about university registration as well as information on maintaining students` records, student transcripts, confirmation of course registration, course timetabling, exam timetabling, management of PITAGORA system, preparation and distribution of diploma etc.

Some of the main procedures and documents you access at Didactic Secretariat are as below:
   a) Student Certificate Document
   b) Student Transcript Document
   c) Grade Appeal Request
   d) Student Intra or Inter Transfer Request
   e) Freezing of Studies Request
   f) Restart of Studies Request
   g) Termination of Enrolment Request

## 6.2 IT Services

IT Office offers services to all students such as providing credentials for PITAGORA system, credentials for official email of POLIS University, information Face-to-face support etc.

## 6.3 Library Services

As a student at POLIS University, you automatically belong to Biblo_Polis. Your student ID card will allow you to borrow books and access the range of services and facilities, including subject librarians designated to your academic department, online journals, e-books and databases. The library is continuously enriched with new additions either via purchases or donations by the network of collaborators.

Besides access to the printed books, magazines, reports, journals, etc., during the last 5 years POLIS University has worked to provide suitable conditions for free and equal access of students to two online libraries:

   • EBSCO electronic library – https://ulibrary.rash.al
   • JSTOR electronic library – https://www.jstor.org

All students can easily access those libraries by logging in with their dedicated e-mail with the domain@universitetipolis.edu.al

The library is located in the main building of POLIS University, and is open 5 or 7 days a week, depending on the presence of the students at the university. Library staff are available all the time and offer support throughout the library and online by emails. Just ask any member of Library staff for help.

Find out more: https://universitetipolis.edu.al/en/biblo_polis/

# 7. CAREER DEVELOPMENT

## 7.1 Office of Student Support and Career Counselling (OSSCE)

The Student Support and Career Counselling Office (OSSCC) is a unit that assists and follows students, both during their studies and after their completion, creating a database with data on career, success and difficulties of students during the adaptation to the market, their achievements, lobbying for the protection of the rights of the profession, through the association AUA (Union of Architects, Urbanists and Urban Planners), maintaining the connection with POLIS through the ALUMNI Association, encouraging the spirit of cooperation as a community , support and philanthropy. The purpose of OSSCC as a structure in itself is oriented towards maintaining continuous contact as well as providing multi-directional information. The information includes information on studies, various programs, career guidance or vocational guidance as well as individual or group counselling.

Office of Student Support and Career Counselling is a unit which **assists** students and **follows their educational process, during and after its completion,** *creating a database* with available data on their careers, successes, difficulties during their adaptation to the market, their achievements, *lobbying* for the protection of their professional rights.

## 7.2 Students Senate

Student's Senate is part of the structure of POLIS University, which carries out its activities in coordination with the governing structures of the University.

The main purpose of the Student's Senate is the engagement and activation of students in activities that are closely related to the activities academic but also with non-academic ones that promote active and social life to the students.

The Senate has its own Statute, it is autonomous, it is supported by Office of Students Support and Career Counseling and it represents the voice of students in unanimity. Student Representative elected through a democratic process by the community based on its on regulation.

Each study/program have their own representative/s, by fulfilling representing proportionality of 1 Representative for 30 students.

**Student representation consists of:**
  a) *Permanent structure*
    1. President
    2. Organizational Secretary
    3. Senators selected in each class
    4. Representative in the Academic Senate
    5. Representative in NJBSC
  b) *Temporary structures:*
    1. Working groups (advisors/counselors)
    2. Student Clubs

**The Student's Council meets periodically and actively to discuss and manage:**

  ▪ Academic Issues
  ▪ Social and Cultural Activities

- Teams' performances in Student Sports
- The Managements of Social Clubs.
- Suggestions and discussions regarding the engagement of Students in the Quality Assurance Unit and the academic Senate, etc.
- Others

**For the Academic Year 2022-2023**

Beside the Community of the Representatives, the Organisative Structure is chosen, which consists on:
1. **The President** – Zaim Beqari_MSc. Architecture and Urban Design 5 (Faculty of Architecture and Design)
2. **Organizational Secretary:** Plomenta Canga_MSc. Architecture and Urban Design 4 (Faculty of Architecture and Design)

**Student's Representative in the POLIS Academic Senate:**
1. Kejsi Veselagu
2. Ina Thano
3. Amela Serdani

**Student's Representatives in the Internal Quality Assurance Unit:**
1. Orgejda Doda

## 7.3 Students` Clubs

The POLIS network has a rich network and a wealthy social, artistic, and intellectual life. The Clubs in POLIS function independently but share their values, mission and the common philosophy of POLIS. The Student's Senate, organizes and manages student clubs through working groups. Members contribute to each favorite club and are responsible for its maintenance and organization. Working groups are also convened for other purposes presented according to need: academic processes, cooperation with OSSCC, etc.

Some of the most prominent social clubs are:
1. "Arch_House" – an alternative space for periodic social meetings and discussion of various issues of interest for the students, staff, and partners;
2. "Googoats" and "El Peor" – an alternative student club equipped with 'internet café' services and in which the POLIS community meets with other professionals in Tirana or with foreign visitors. These spaces are usually used for work on academic and concrete projects in a casual and comfortable atmosphere;
3. "Culturoteque POLIS" – is an ongoing POLIS project which will reflect the culture, style, and taste of the "POLIS model" in Tirana;
4. "The Sport Club" – periodically organizes sporting activities like aerobics, volleyball, basketball, and also the U_POLIS soccer championship;
5. The "Walking The City" club – stimulates the environmental, cultural, touristic, and athletic movement of pedestrians and bicycles in the city by periodically organizing alternative-itinerary walks outside of the cities' motorized corridors, thus contributing to the understanding of and awareness toward an alternative city, which is close to us but still, we are not fully aware of it.
6. Other clubs: "Club of Music", "Club of Photography", "Charity" and "The Marley Bunny"

## 7.4 Social events and other activities

Calendar of Activities for the Academic Year 2022-2023 (approved by the Student's Representation):

**1ˢᵗ Semester**

- TAW Closing Party                   07.10.2022 @Millenium Garden 2022
- Chess tournament October        21-22 in Korçë 2022
- University Championship of Tirana   October 28 – December 7, 2022
- "Welcoming Party" combined with Halloween  02.11.2022
- Debate Club November            17.11.2022
- Student's Council Elections       November 15-30, 2022
- Social Campaign:
- "POLIS donates to the Abandoned Children   01 - 22 December 2022
- *Sending Contributions to the Baby Home*   December 2022
- Creation of Student Clubs        December 1 - 15, 2022
- New Year's Ball              December 22-24, 2022

**2ⁿᵈ Semester**

- Book Club                March 2023
- Career Fair               April 2023
- Spring BBQ              April 2023
- Earth Day Activity         April 22, 2023
- POLIS Got Talent 5        May 2023
- Alumni Reunion          May 2023
- Registration in GRADUA     June 2023

## 7.5 Alumni community

Upon graduation, you will automatically become a member of an active network of POLIS Alumni.
The moment of graduation, with a traditional ceremony in POLIS main hall is the main is the first milestone towards the career path of students. The new beginning is accompanied with the further on collaboration of Alumni with the university, through common projects, workshops or even teaching experiences to POLIS. The statement "Once a student of POLIS, always part of POLIS" is the philosophy which is unfolded into Alumni Association, which the graduates are part since they finish their studies.

**What does it mean being POLIS Alumni:**

Members of the ALUMNI association have the right to: POLIS Graduates Community have important responsibilities. Between the individual need to represent themselves as a professional with a comprehensive training and qualitative educational background to the preservation of POLIS Community principles. Being a member of Alumni Association, allow each of the members to enhance their individual personality whiles complementing each other progress, by having a common space at POLIS.

Another tradition and consequence of the education at POLIS is the continuation of contribution of POLIS Alumni, to the further growth of the Alumni Community. With the university, growing each year, a considerable number of them naturally finds their way to stay at POLIS or Metro POLIS, Co-Plan after graduation, through engaging temporary partnerships, in Tirana Architecture Weeks or Tirana Design Weeks, different projects, part time staff or in some cases as full time staff.

**Members of the ALUMNI association have the right to:**

- Actively participate in the social life and activities of the ALUMNI Association, as well as U_POLIS, AUA, Metro_POLIS, Co_PLAN, and the network of POLIS partners, etc.
- To be informed about the activities of the ALUMNI Association and to participate in all social functions of the Association through competition
- To be potential beneficiaries of any of the assistance schemes or programs administered by the ALUMNI Association and the POLIS network.
- To benefit from scholarships and professional deepening from this network
- To exhibit their works in POLIS environments, conferences and activities, in the Gallery-MAD and other infrastructural assets of POLIS University
- Engage in various projects of U_POLIS, Metro_POLIS, Co-PLAN according to needs, and subject to selection/competition by U_POLIS, Co-PLAN and Metro_POLIS.
- To benefit from publications/magazines of POLIS University as well as participation in activities or further qualifications at a subsidized/reduced price.
- To be informed by Office of Students Support and Career Council and POLIS about the various employment opportunities and fairs or further qualifications, which come from other companies and institutions in the country and abroad.

Find out more: https://universitetipolis.edu.al/en/zmskk-events/

## 8. TERM DATES

| DATA | LLOJI I VEPRIMTARISË |
|---|---|
| **29 gusht 2022** | **Fillojnë përgatitjet për vitin e ri akademik 2022-2023** |
| 29 gusht – 11 shtator | Sezoni i provimeve vjeshtë |
| 2 shtator – 3 nëntor | Vijojnë regjistrimet për vitet e para |
| 5 shtator | Dita e Shenjtërimit të Shenjt Terezës |
| 12 – 18 shtator | Sezoni i diplomave vjeshtë |
| 21 shtator | Shpallen fituesit e Programit të Ciklit të tretë PhD |
| **26 shtator 2022** | **Fillon TDW dhe Semestri i parë** viti akademik 2022-23, për Vitet e ndërmjetme dhe Programet Shkolle profesionale viti II (internship) |
| 10 tetor | **Fillon Semestri i parë** viti akademik 2022-23, për Vitet e para full-time, MSc viti II, dhe Programi PhD |
| 21-23 tetor | **Fillon Semestri i parë, ditët e orientimit,** për Shkollat Profesionale, viti I |
| 28 – 30 tetor | Shpallen fituesit e Programit Master Ekzekutiv dhe fillon ne fundjave programi Master Ekzekutiv ne Restaurim dhe Shkollat Profesionale, viti II |
| 31 tetor | Fillon Viti Akademik per Programet MSc Viti I |
| 4-6 nentor | Fillon ne fundjave viti akademik 2022-23, për programet Master Profesional |
| 22 nentor | Zhvillohet ceremonia e diplomimit, shpërndarja e diplomave |
| 26 – 29 nëntor | Festat e Nentorit / Pushim |
| 30 nëntor – 18 dhjetor | Periudha për zhvillimin e projekteve mid-term, aktiviteteve me karakter profesional |
| 8 dhjetor | Dita Kombëtare e Rinisë |
| 24 dhjetor 22 – 8 janar 23 | Pushimet e Krishlindjeve dhe Vitit të Ri |
| **09 Janar 2023** | **Fillon mesimi per vitin 2023** |
| 22 janar | Mbyllja e leksioneve të semestrit të parë për Vitet e ndërmjetme (15 javë) |
| 23 janar – 12 shkurt | Sezoni i Provimeve të Dimrit për Vitet e ndërmjetme (3 javë sezon) |
| 05 shkurt | Mbyllja e Semestrit të parë për Vitet e para full-time, MSc Viti II, dhe Programi PhD (15 javë) |
| 06 – 26 shkurt | Sezoni i Provimeve të Dimrit për Vitet e para full-time, MSc Viti II, dhe Programi PhD (3 javë sezon) |
| 13 shkurt 2023 | **Fillon Semestri i Dyte** për Vitet e ndërmjetme |

| 26 shkurt | Mbyllja e Semestrit të Parë për Programet MSc, Viti I (15 javë) |
|---|---|
| 27 shkurt – 19 mars | Sezoni Provimeve te Dimrit për Programet MSc, Viti I |
| 27 shkurt | **Fillon Semestri i Dyte** për Vitet e para full-time, MSc Viti II, dhe Programi PhD (15 javë) |
| 20 mars | **Fillon Semestri i Dyte** per Programet MSc Viti I |
| 14 mars | Dita e Veres |
| 13 – 19 mars | Organizohet "Java e Tokës dhe Mjedisit" dhe fillojnë nisma "Walking dhe City", "Kampionatet Sportive", etj. |
| 22 mars | Dita e Nevruzit |
| ?? dhe ?? mars | Pashket Katolike dhe Ortodokse (datat shpallen ne Janar 2023) |
| ?? dhe ?? ??? | Bajram i Vogel dhe i Madh (datat shpallen ne Janar 2023) |
| 1 maj 2023 | Dita ndërkombëtare e punëtorëve |
| 28 maj | Mbyllja e leksioneve të Semestrit të Dytë për Vitet e ndërmjetme (15 javë) |
| 29 maj – 18 qershor | Sezoni i Provimeve të Veres për Vitet e ndërmjetme (3 javë sezon) |
| 11 qershor 2023 | Mbyllja e Semestrit të parë për Vitet e para full-time, MSc Viti II, dhe Programi PhD (15 javë) |
| 12 qershor – 2 korrik | Sezoni i Provimeve të Veres për Vitet e para full-time, MSc Viti II, dhe Programi PhD (3 javë sezon) |
| 26 qershor | Dorëzimi i draft diplomave/punimeve dhe kontrollimi i tyre në sistemin TURNITY |
| 2 korrik | Mbyllja e Semestrit të Parë për Programet MSc, Viti I (15 javë) |
| 3-23 korrik | Sezoni Provimeve te Veres për Programet MSc, Viti I |
| 3 korrik 2023 | Shpallen listat e studentëve që kualifikohen për mbrojtje finale diplome, si dhe kalendari i mbrojtjeve, komisionet e diplomimit, dhe orari mbrojtjes. |
| 10 - 23 korrik 2023 | Sezoni i mbrojtjes së diplomave për të gjitha programet |
| 14-16 korrik | Fundjava e fundit per mbylljen e aktivitetetve mesimore te programeve Shkolle Profesionale dhe Mastera Profesionale - (Vitet I & II) (36 fundjava life-span hiq pushimet e dimrit) |
| 17 – 23 korrik | Mbyllja e gjithe dokumentacionit te vitit akademik 2022-23 |
| 24 korrik - 13 gusht 2023 | Pushimet vjetore të stafit fasha e parë 50% / Pjesa tjeter me Regjistrimet |
| 14 gusht – 3 shtator 2023 | Pushimet vjetore të stafit fasha e dytë 50% / Pjesa tjeter me Regjistrimet |
| 4 - 17 shtator / 18 – 24 shtator | Sezoni i Vjeshtes / Diplomat e Vjeshtes |
| 25 shtator – 1 Tetor | TDW Tirana Design Week 2023 / Fillon Viti i Ri Akademik 2023-24 |

## 9. ASSESSMENTS

Knowledge evaluation at POLIS University is carried out through the system of 10 grades (from 1 to 10, where 10 is the maximum evaluation). Grades from five and above are passing grades.

| Grade | Description | GPA | Letter |
|---|---|---|---|
| 10 | Excellent | 4 | A, A+ |
| 9 | Very Good | 3.7- 3.3 | A-, B+ |
| 8 | Good | 3.0 | B |
| 7 | Satisfactory | 2.7 – 2.3 | B-, C+ |
| 6 | Suffcient | 2.0 – 1.7 | C, C- |
| 5 | Pass | 1.3 – 1.0 | D+, D |
| 1-4 | Insufficient | 0.0 | F |

a) In addition to the grade component, the student may encounter two other evaluations, including:

b) *PENDING* **(P)** = The student has not fulfilled the duties outlined in the course outline.

c) *NON-CLASSIFIED* **(NK)** = The student did not attend the course to the required extent of 75%

d) For all study programs, the firstyear student can follow the second year if he/she has passed no less than 50% of the credits (30 ECTS) of the first year.

e) Students who fail to accumulate a minimum of 30 ECTS ant the end academic year of first year of studies, lose the right to continue their studies at POLIS University.

f) Student have the right to take exams they have failed before in every season announced by the Didactic Secretariat. Students have the right to enrolled for the exam after the additional tution fee payment. For the exams that are repeated within the academic year, student are excluded from the payment.

g) Students must send a request via e-mail sekretaria@universitetipolis.edu.al for the exams they want attend and also to register the respective exam in to the PITAGORA system.

h) Student has the right to improve only one grade for each academic year.

i) The maximum credits that a student can repeat in one academic year does not exceed 20 ECTS.

j) During academic year students receive information about absences only through PITAGORA system and course leader.

k) Students receive information for their grades only through PITAGORA system and course leader.

l) Students who have not paid respective semester fee do not have the right attend the exams.

Processes of students' knowledge control (assessments/exams) are held in three sessions during an academic year:

    a. knowledge control winter session;
    b. knowledge control summer session;
    c. knowledge control fall session;

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 usually in September.

Academic Integrity is another important issue at POLIS University, means that the work you submit is your own work, is referenced completely and correctly, follows ethical guidelines, and is a true reflection of your capabilities.

Turnitin is a plagiarism system that university use. Your Module Leader will generate a Similarity Report for any of submitted coursework by your side. These reports highlight the text in your submission which matches sources elsewhere such as websites, journals, and other students' assessments. You can usually check your draft work with this tool, which can help you make sure your work has Academic Integrity, all your quotations are correctly referenced, and that you are not unintentionally plagiarizing.

## 10. PITAGORA

Student Portal digital system PITAGORA offers access to the student's personal data, such as:

- Timetable for each semester.
- Course/Module Registration for each semester.
- Attendances (notifies the student when near the limit of allowed absences).
- The student can consult the courses programs (syllabuses)
- Grades, (with all components of the evaluation).
- Notification of obligations for relevant courses.
- The student academic evaluation of the academic staff (at the end of each semester).

**Instructions for Course/Module Registration into the PITAGORA system**



Registration of **WORKSHOPS TAW** INTO THE SYSTEM

2022-2023, ACADEMIC YEAR, SEMESTER I
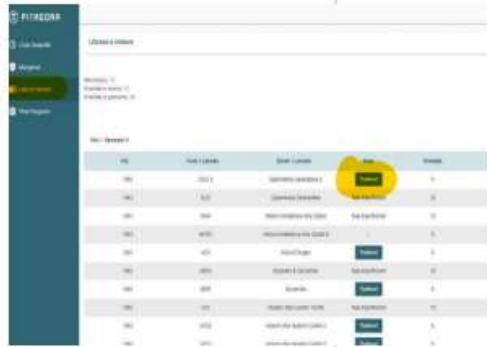
**Step 1:** Login in to the system by using the link https://polis.pitagora.rash.al/login use the user and password accordin to the instructeres received from IT Office

Please contact with IT Office with any difficulties on login

**Step 2:** After the login you are able to see the above image

Just click menu Provime=Exam, and under it **Lende te pafrekuentuara = Module to be taken**

**Step 3:** You are able to see the above screen. At this stage just click Regjistro=Select as it is shown above

**Step 4:** After you have selected Regjistro for each module/workshop you will see the above screen. For each of them confirm the enrollment.
Student who has not pay the study tution fee for the respective semester, is not able to complete this process. Please contact with Finance office to confirm any payment

**Instructions on student academic staff evaluation**



## 11. STUDENT CODE OF CONDUCT

POLIS University is committed to providing a positive experience for all students, where individuals are treated with courtesy and consideration and where difference is valued and diversity respected. All students and staff have the right to live, study, work and relax in an environment where they feel safe. As members of the POLIS University, we expect the highest standards of behaviour from you, whether on university premises or elsewhere.

All members of the university should be aware of their own behaviour and how it impacts on others. Code of Ethics sets out the standards of behaviour expected from students and also guidance on what

is and what is not acceptable and how unacceptable behaviour will be dealt with. Where students fail to abide by the required standards of behaviour, action will be taken under the student disciplinary measures, Article 24, of Code of Ethics.

Smoking is prohibited inside any building of university including corridors, toilets, and entrances etc. You should make sure that you do not smoke where it is clearly designated as No Smoking.

Disciplinary procedures may be invoked if it is alleged that a student has breached the Student Code of Ethics, examples of which may include the following:

- Abusive, threatening, or unreasonable behaviour or assault and/or behaviour which causes fear or distress to others;
- sexual violence, abuse, or harassment;
- racist activity or behaviour;
- damage to university property or the property of any student or member of staff;
- any action likely to cause injury to any person or impairing the safety of the premises including fighting on university premises;
- conduct that interferes with the academic or administrative activities of the University, such as disruption of teaching, research, examinations, working of staff and other campus services;
- falsification or misuse of qualifications including University records, including award certificates;
- conduct, either on or off campus, which brings the University into disrepute.

The above list is not intended to be exhaustive but outlines what the University considers to be unacceptable behaviour. All allegations of misconduct will be dealt with as described in "Regulations for the Determination of the Ethics Code at POLIS University".

Find out more: https://universitetipolis.edu.al/wp-content/uploads/2023/03/4_Code_of_Ethics_POLIS.pdf

## 12. WHEN IT DOESN'T GO TO PLAN?

### 12.1 Deferring/ freezing your studies
Sometimes circumstances beyond your control (eg illness) will mean you need to take a longer break from your studies. If this happens, and you think that you won't be able to attend university or submit your assessments for the rest of the semester / year, you should apply to defer your studies. To defer your studies, you need to submit Freezing of Studies Request at Didactic Secretariat in order to approve your decision.

### 12.2 Transferring to another program within university
Sometimes in the program of your studies you may discover a new area of interest or career path and wish to change your course to another offered by POLIS University. Transfer is done in accordance with the annual Instructions of MAS, respecting the acceptance criteria, documentation as well as registration deadlines. To do this, firstly you need to get in touch with Didactic Secretariat in order to be guided to follow the procedure of transfer studies.

### 12.3 Withdrawals/Termination of Enrolment
We want you to succeed, and POLIS University has lots of support to help you through your studies and solve any problems you might have along the way, be those academic, personal, or financial. If you are thinking about leaving, talk to someone.

You can reach out to:
- Your Program Coordinator
- Your Head of Department
- Finance Office
- Didactic Secretariat (in order to be guided to follow respective procedure)
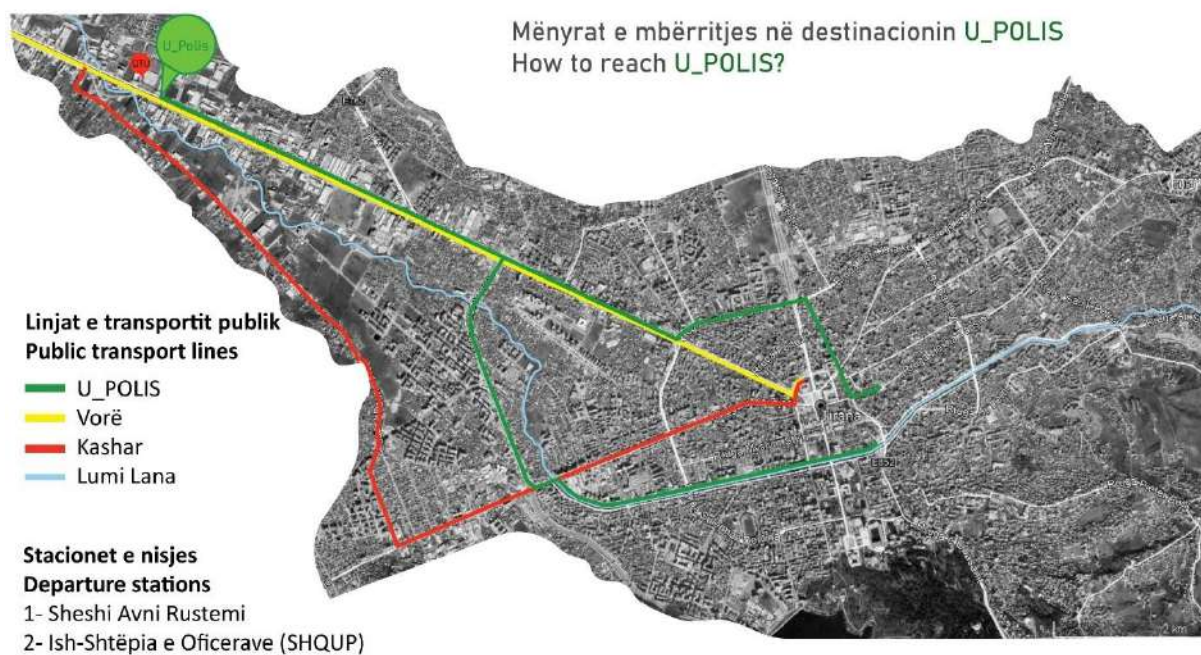
## 12.4 Transferring studies to another institution

As you progress through your studies you will earn academic credit ECTS. This credit can be used to transfer to a different university of higher education provider. If you want to transfer to another provider, talk to them and make sure that they are happy to accept you on to their programs. You should also get in touch with our Didactic Secretariat to withdraw your enrolment from POLIS University and you might want to receive a transcript and program description. This is a document issued POLIS which details what you've studied, and the academic credit ECTS you've earned with us.

# 13. GETTING HERE

We recommend using public transport to travel to us. Parking at our sites is offered on a first come, first served basis, and is not guaranteed.
For further information see the MAP



**Mënyrat e mbërritjes në destinacionin U_POLIS**
**How to reach U_POLIS?**

**Linjat e transportit publik**
**Public transport lines**
- U_POLIS
- Vorë
- Kashar
- Lumi Lana

**Stacionet e nisjes**
**Departure stations**
1- Sheshi Avni Rustemi
2- Ish-Shtëpia e Oficerave (SHQUP)

| U_Polis | Vorë | Kashar |
|---|---|---|
| mëngjes / morning | mëngjes / morning **06.30** | mëngjes / morning **06.00** |
| Sheshi Avni Rustemi **07:30** | mbrëmje / evening **22:00** | mbrëmje / evening **21:00** |
| Ish-Shtëpia e Oficerave / sot PD **07:30** | frekuenca / frequency: çdo /every **20 min** 18:00-22:00 çdo / every **1 orë / hour** | frekuenca / frequency: çdo /every **1 orë / hour** |

Mirësevini në Kampusin tonë

Rr. Bylis 12, Autostrada Tiranë-Durrës,
Km 5, Tirana, Albania, 1051 Tiranë

Tel:    + 355 4  240 74 20 / 240 74 21;
Cel:   +355 (0) 69 40 88 111 / 69 40 88 250
Web: www.universitetipolis.edu.al
Insta: polisuniversity

Welcome to our campus

Rr. Bylis 12, Autostrada Tiranë-Durrës,
Km 5, Tirana, Albania, 1051 Tirana

Tel:    + 355 4  240 74 20 / 240 74 21;
Cel:   +355 (0) 69 40 88 111 / 69 40 88 250
Web: www.universitetipolis.edu.al
Insta: polisuniversity
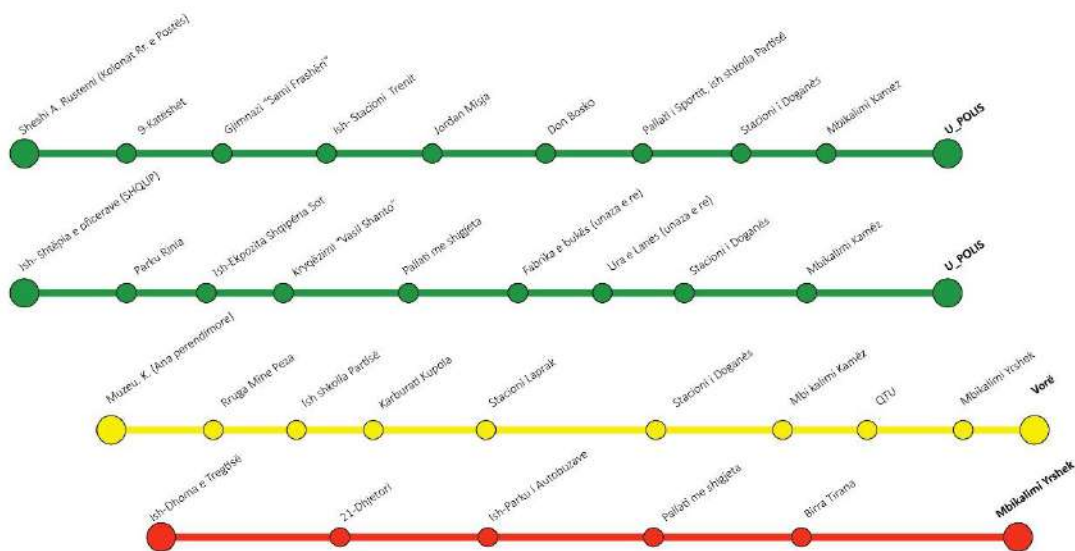
**DESTINATION U_POLIS**



## 14. HELPFUL CONTACTS

**Didactic Secretariat**
Email: sekretaria@universitetipolis.edu.al

**Legal Office**
Email: anisa_hajdari@universitetipolis.edu.al; anjeza_dajzmaili@universitetipolis.edu.al

**Finance Office**
Email: jonida_kushi@universitetipolis.edu.al; aurel_plasa@universitetipolis.edu.al

**IT Services**
Email: altin_sula@universitetipolis.edu.al; uljan_hasko@universitetipolis.edu.al

**Student Counselling**
Email: malvina_istrefaj@universitetipolis.edu.al

**Library Services**
Email: biblioteka@universitetipolis.edu.al

**Universiteti POLIS**
Adresa: Rr. Bylis 12, Autostrada Tiranë-Durrës, Km 5, Kashar
Kodi Postar 1051, Kutia Postare 2995, Tirana, Albania
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