

Welcome to POLIS
"Space for thinking."

2025-2026
ACADEMIC YEAR

POLIS UNIVERSITY STUDENT HANDBOOK

TABLE OF CONTENT

1.	WELCOME TO POLIS UNIVERSITY!	3
2.	POLIS UNIVERSITY AT A GLANCE	6
2.1	Who we are?	6
2.2	Research and Development	8
2.3	Going International	8
3.	ORGANIZATIONAL STRUCTURE	9
4.	STUDY PROGRAMS.....	10
5.	RULES AND REGULATIONS	12
6.	GETTING STARTED.....	14
7.	CAMPUS FACILITIES.....	15
7.1	Didactic Secretariat	15
7.2	IT Services	15
7.3	Library Services	15
8.	CAREER DEVELOPMENT	16
8.1	Office of Student Support and Career Counselling (OSSCE)	16
8.2	Students' Senate	18
8.3	Students' Clubs.....	19
8.4	Social events and other activities.....	18
8.5	Alumni community.....	18
9.	TERM DATES	21
10.	ASSESSMENTS	22
11.	PITAGORA.....	24
12.	STUDENT CODE OF CONDUCT.....	27
13.	WHEN IT DOESN'T GO TO PLAN?	27
13.1	Deferring/ freezing your studies	27
13.2	Transferring to another program within the University.....	28
13.3	Withdrawals/Termination of Enrolment	28
13.4	Transferring studies to another institution	28
14.	GETTING HERE.....	29
15.	HELPFUL CONTACTS	30

1. WELCOME TO POLIS UNIVERSITY!

Dear Students,

Today, Albanian society faces several major challenges. The education of young generations and the promotion of science and innovation are vital engines of social, economic and political stability for progress. In this dynamic and ever more complex context, after three decades of successful performance of our institutional origin ("Co-PLAN Institute") and almost two decades of operation of our University, we can now say without hesitation that POLIS enjoys a good reputation in the public opinion, as a quality educational-research institution, which is well-focused, and has the vision that fully deserved its status as a "University"!

Therefore, as an institution, we somehow represent the history of the dramatic transformations in modern Albania since the fall of the Berlin Wall. U_POLIS is a

constructive "synergy" between society, public institutions, private enterprises and a "pool" of idealistic experts. Such synergy has promoted an independent and alternative model of education and scientific research, given the specific conditions of Albania, which aims to achieve the 'dream' of integration within the EU community. We have designed a 'rich' but focused 'menu' of academic programs and specialities nowadays at all levels of the educational spectrum (post-secondary, university level, and post-university), including i) professional post-secondary school, ii) bachelor and iii) master studies, iv) as well as executive and doctoral studies. These programs are offered at full- and extended-time, adapting to the needs of students, society and institutions.

After international recognition, POLIS has joined several European universities and professional networks. It has tangible agreements and partnerships with prominent European institutions. This includes joint academic programs and national, bilateral and European research projects. POLIS is one of the country's first signatories of the "Bologna Charter". It has successfully passed all tests and evaluations of legal conformity and quality. Now, we are working towards accreditations at the global/European level. We now have several joint-degree programs with European universities and a unique international doctoral program.

To achieve its objectives and mission, POLIS aims to create clear professional and civic leadership for the city and territorial sciences, enabling livable spaces and equal-resilient living settlements over time. We also care for the taste of public aesthetics and infrastructure that educates society! The academic and research staff at POLIS do not claim to know the "absolute truth" even though their independence and knowledge are respected to the maximum by the student community! However, in our common concept, the good "educator" is the human intermediary between the student and



the 'truth', which everyone discovers in his way. This is not accidental: today, 1/3 of the staff at POLIS are international staff, 1/3 of the staff graduated from some of the best EU and North American universities, while the rest represent absolutely the best of local educational tradition for our areas of interest! We remain open to new, alternative and contemporary concepts and ideas.

Therefore, POLIS students are inspired to change and improve the "world" and are ready to experiment with their ideas. It is our duty to give free rein to this imagination and facilitate them in overcoming conceptual and cultural barriers, to stimulate them to transcend into a new and unknown dimension, which stimulates their professional exploratory skills. These students bring their cultural background from different contexts in Albania, Kosovo, Macedonia, and Montenegro, as well as from other European countries! POLIS is located on a campus, which takes the concept of POLIS as a "city within the city" and a "city within the building". On this campus, we have multiplied the learning spaces as we have added more public spaces and other facilities in an infrastructural object that constitutes originality for the conception of architecture, energy efficiency and the general civil structure of the schools. It could not be otherwise, since the love, the fantasy, and the good energy of the staff and students have been poured into this project of our own "Metro-POLIS studio", from conception to design and implementation.

Every detail in POLIS, starting from the facilities, the spirit conveyed to the students, the involvement in international experiences, the selection of local and foreign staff, the teaching practices, etc., ... constitute a "catalyst of diversity" and "freedom of thinking". The development strategy of our University is built precisely on the commitment to increase quality and focus on development and innovation to respond to the needs of the labour market and the challenges of society! It is our duty to uphold the civic and creative spirit of the staff and students in every field of study at POLIS University.

The development strategy of our University is built precisely on the commitment to increasing academic research quality and internationalisation, as well as focusing on development and innovation. These efforts are supported by scientific research, especially the Doctoral program, organisation of international biennials, activism days, hackathons and boot camps for technology and entrepreneurship, social-cultural-sport activities, etc. The establishment of the POLIS-Press publishing unit, the Mediterranean Observatory, the "IF-Innovation Factory" unit, the Fab-Lab, and the Incubator, with a number of laboratories in consolidation, are leading us towards new results of quality.

Exchange of knowledge among lecturers, researchers and academics; semester exposure of students and staff in EU countries and USA; periodic improvement of academic programs; connection with innovative technologies, etc., are direct achievements of the synergy between the founders, managers, and our own Projects Unit. The last one is a kind of national "centre of excellence" because of its extended capacities to develop, mobilise, finance, implement and report European projects (Erasmus, Horizon, Creative Europe, IPA, EU4Innovation, etc.) as well as the national and bilateral ones with Italy, Austria, Holland, Germany, etc.

It is no coincidence that our institutional development curve and "enrollments" have not faced volatility over the years. It only experiences stability and incremental-careful ascent to be as stable and resilient as possible to local and global development challenges. We invite you once again to become part of this free space for thinking. We invite you to share the social responsibility that characterises and distinguishes us.

POLIS is not a mere space only for those with opportunities, but a mission to identify quality and talents beyond the economic and political-cultural background each of us comes from! Thank you!

Prof. Dr. Besnik Aliaj | Rector U_POLIS

Source: <https://universitetipolis.edu.al/en/rectors-welcome/>

2. POLIS UNIVERSITY AT A GLANCE

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. It has signposts with relevant contact details and web links to find more information. It is essential, and your responsibility, to read it and also familiarise yourself.

2.1 Who are we?

POLIS University is a young, ambitious, engaged higher education institution, a research-led University supporting a focused range of core disciplines in architecture, planning, design, environment, management, business, and ICT.

U_POLIS was born out of the "new and transformative" spirit of the early 90s, a characteristic that still reflects its energy and dynamism in the complexity of nowadays. POLIS' origin, Co-PLAN Institute for Habitat Development (1995), is a highly professional research institute and distinguished urban civic movement in Albania dealing with participatory city planning and good urban/ environmental governance. By early 2000, Co-PLAN established its own "Training and Exchange Center", which in 2006 was further extended into establishing a Higher Education Institution (HEI), namely POLIS International School of Architecture and Urban Development Policies. Today, POLIS is a consolidated institution whose achievements of the last decades have been relevant and impactful, as shown in the timeline below, illustrating the role that POLIUS has played and continues to play in the field of higher education and scientific research in Albania and the region.



Figure 1. POLIS University

With its forerunner approach, POLIS University aims to build a critical mass prepared to face the development needs and patterns and Albania's aspiration to develop according to EU standards.

Established in 2006, POLIS offers a focused range of disciplines at the bachelor, master, and PhD levels, supported by a growing body of applied and scientific research.

The **vision of POLIS University** is to provide excellence in the education of professionals and scientific researchers capable of addressing the needs of the market and society in the fields of interest in the country and abroad. For this, POLIS University has the following main goals:

- To provide students with the qualities of professional leadership in the fields it covers to exert influence for the positive development of the country and the region;
- To equip students with theoretical knowledge and practical skills according to the highest contemporary standards aiming at their integration into the domestic and international labour market;
- To carry out study, research, scientific and practical activities closely related to the academic activity and study programs it develops;
- To serve innovation in the fields where it extends its activity as well as to influence, in these fields, the developments in the region.
- POLIS University aims to become a regional platform and point of reference in the Balkans, Adriatic, and Ionian regions.

The **mission of POLIS University is focused on educational activities**, scientific and applied research, and innovation in its areas of interest.

- To create, develop, transmit and protect knowledge through teaching, scientific and applied research as well as innovation;
- To educate top specialists and prepare young scientists in the fields of design, architecture and engineering, sciences of territory, management and policy development;
- To deliver diploma studies at the professional level, bachelor's, master's and doctorate in the areas stated above;
- To offer the possibility of vocational training and lifelong learning
- To integrate teaching with research;
- To contribute through education, scientific and applied research, as well as innovation in the economic, social and cultural development of the country;
- To contribute to internationalising higher education and science in the country through regional, European and international cooperation.

2.2 Research and Development

In pursuit of its mission to create, develop, transmit and protect knowledge, technology and leadership for development and innovation, in the next five years (2021-2026), U_POLIS envisages itself becoming an institution enjoying an international reputation for innovative research cutting across disciplinary boundaries, measured after national and international standards. POLIS researchers, organised in groups working to accomplish joint ends, will intensify their engagement in collaborations and partnerships locally, regionally and globally to produce theoretical and applied research that addresses major social, economic and environmental challenges of national and international importance.

Research Objectives include:

- Establishment and operationalisation of research pillars.
- Fostering group research culture.
- Linking scientific research with externally funded projects.
- Producing state-of-the-art research outputs.

2.3 Going International

POLIS University Internationalisation Objectives include:

- Keep working to increase the share of international staff and students in our schools and the share of joint programs or double degrees with international partners.
- Provide education and research of international relevance
- Increase the mobility of staff and students
- Actively participate in international projects under programs such as Horizon Europe, Erasmus Europe, Creative Europe, etc.

3. ORGANISATIONAL STRUCTURE

The organisational Structure of POLIS University distinguishes 4 (four) types of constituent organisational units:

- a) Faculty of Architecture and Design;
- b) Faculty of Planning, Environment and Management and
- c) Faculty of Research and Innovation comprises two departments and a research centre.
- d) Interdisciplinary, Research and Innovation Studies Innovation Factory Find out more: <https://universitetipolis.edu.al/en/faculties-staff/>

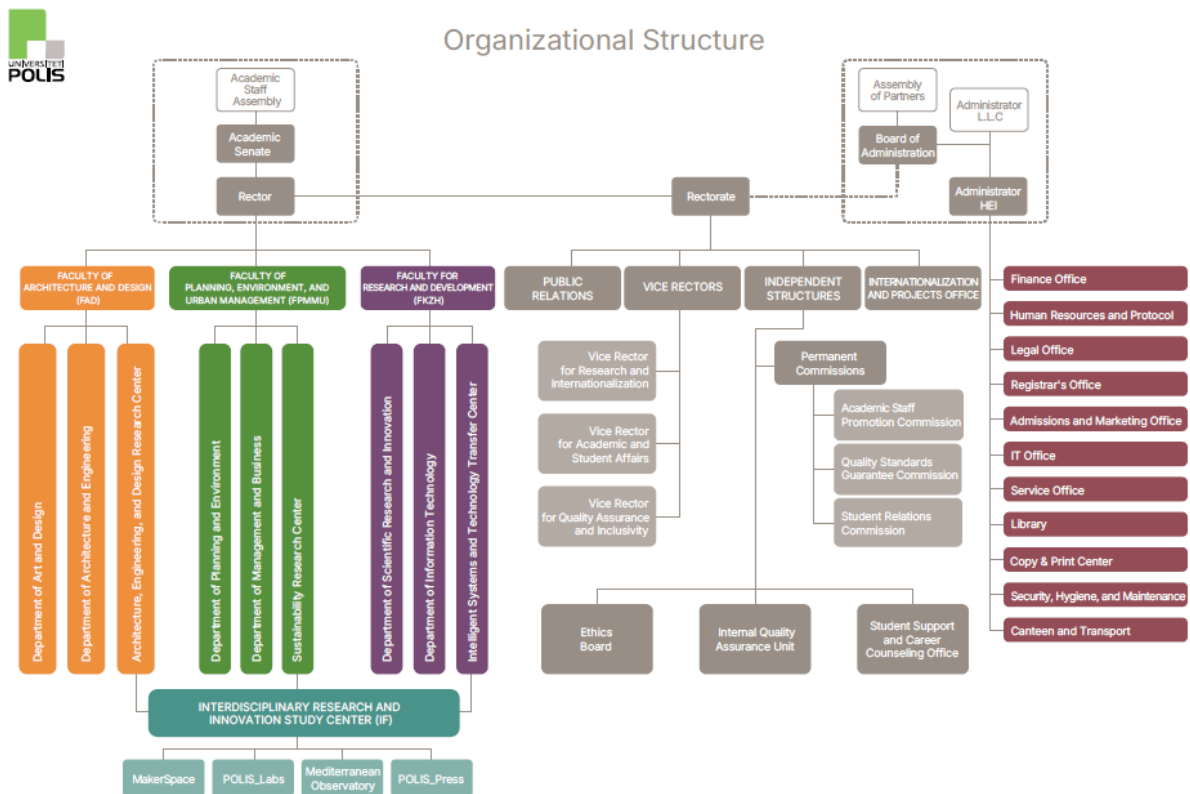


Figure 2. Organisational Structure

4. STUDY PROGRAMS

The study programs at POLIS University are organised 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, we provide students with the possibility of constant qualification. POLIS University also offers life-long learning opportunities.

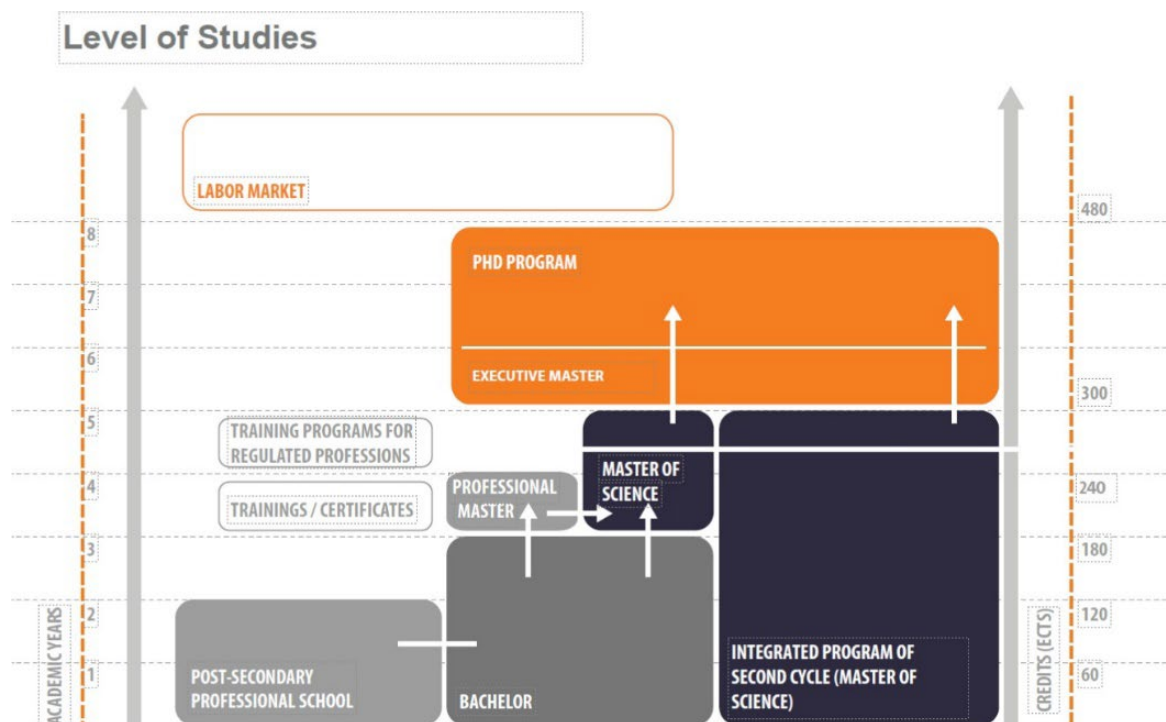


Figure 3. Study programs and cycles

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) Software Engineering and AI (3 years)
 - e) Business Administration (3 years)
3. Master of Science:
 - a) Urban Environmental Management (2 years)
 - b) Civil Engineering with a profile in structure
 - c) Applied Design (2 years)
 - d) Computer Sciences (2 years)
 - e) Business Administration (2 years)
4. Professional Masters

- 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/#>

5. 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 referent department can provide additional details where appropriate.

The University regulations covering student conduct come from the primary sources:

- i. Statute of POLIS University
- ii. General Rules and Regulations
- iii. Code of Ethics
- iv. Code of Research and Conduct Ethics in Scientific Research
- v. Internal Quality Assurance Strategy
- vi. Guideline for Research Assessment
- vii. Earthquake Evacuation Plan / Fire Evacuation Plan
- viii. POLIS University Policy on Students with Disabilities
- ix. Gender Equality Plan

Find out more: <https://universitetipolis.edu.al/akte-normative/>

The University also publishes separate guidance about particular conduct issues 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 their opinion on the quality of teaching and work of academic staff;
- d) attend lectures, seminars/exercises, and all other educational activities organised in accordance with the student status;
- e) use the premises, school equipment, and other services provided by the institution;
- f) organise and partake in non-political, non-economic student associations by adhering to relevant laws and regulations;
- g) receive special support in line with POLIS University Policy on Students with Disabilities;
- h) receive a student card and enjoy its benefits;
- i) Access to scholarships, as detailed in <https://universitetipolis.edu.al/en/scholarship/>
- j) Sign a contract at the time of enrollment at POLIS University.

The student has to:

- a) recognise and abide by the rules of POLIS University;
- b) participate in academic activities and comply with 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.

6. GETTING STARTED

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

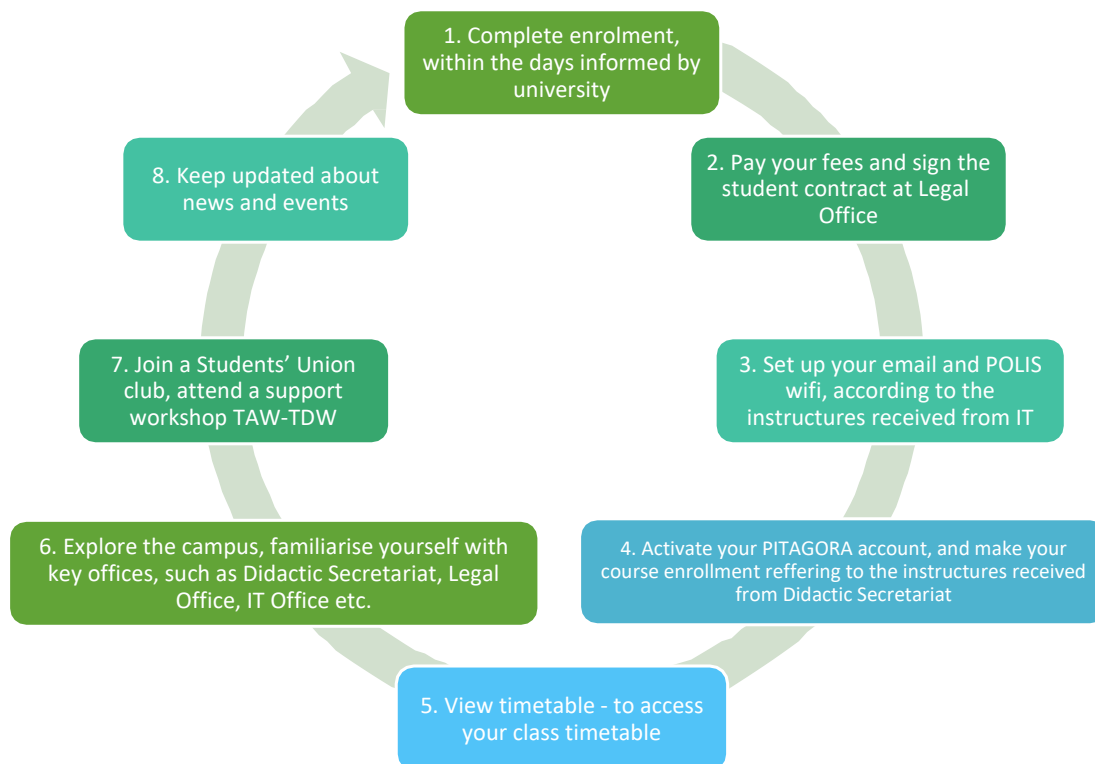


Figure 4. Steps for getting started

7. CAMPUS FACILITIES

7.1 Didactic Secretariat

The 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 the PITAGORA system, preparation and distribution of diplomas, etc.

Some of the main procedures and documents you access at the Didactic Secretariat are as follows:

- 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

7.2 IT Services

IT Office provides services to all students, including credentials for the PITAGORA system, credentials for the official e-mail of POLIS University, information for Face-to-face support, etc.

7.3 Library Services

As a student at POLIS University, you automatically belong to Biblio_POLIS. Your student ID card will allow you to borrow books and access various 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 via purchases or donations by the network of collaborators.

Besides access to 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:

- 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. It is open 5 or 7 days a week, depending on the presence of the students at the University. Library staff are always available and offer support throughout the library and online by e-mail. Just ask any member of the Library staff for help.

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

8. CAREER DEVELOPMENT

8.1 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 is to maintain continuous contact and provide multi-directional information. The information includes information on studies, various programs, career guidance or vocational guidance, and individual or group counselling.

The 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.

8.2 Students Senate

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

The main purpose of the Student Senate is to engage and activate students in activities closely related to academic and non-academic activities that promote active and social life for the students.

The Senate has its own Statute, which is autonomous and supported by the Office of Students Support and Career Counselling, and it represents students' voices unanimously. Student Representative is elected through a democratic process by the community based on regulations.

Each study program has its representative/s, **fulfilling the proportionality of 1 Representative for 30 students.**

Student representation consists of:

A. Permanent Structure

1. President
2. Organisational Secretary
3. Senators selected in each class
4. Representative in the Academic Senate
5. Representative in IQAU

B. Temporary structures:

1. Working Groups (advisors/counsellors)
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 Management of Social Clubs.
- Suggestions and discussions regarding the engagement of Students in the Quality Assurance Unit and the Academic Senate, etc.
- Other topics.

For the Academic Year 2025-2026

Besides the Community of the Representatives, the Organising Structure is elected, which consists of:

1. The President – Libiana Hasani
2. Vice President – Debora Kolgegaj

Student's Representative in the POLIS Academic Senate:

1. Libiana Hasani
2. Ueis Ramaj
3. Aleksia Meshi

Student's Representatives in the Internal Quality Assurance Unit:

1. Fiona Pirushi

8.3 Student Clubs

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

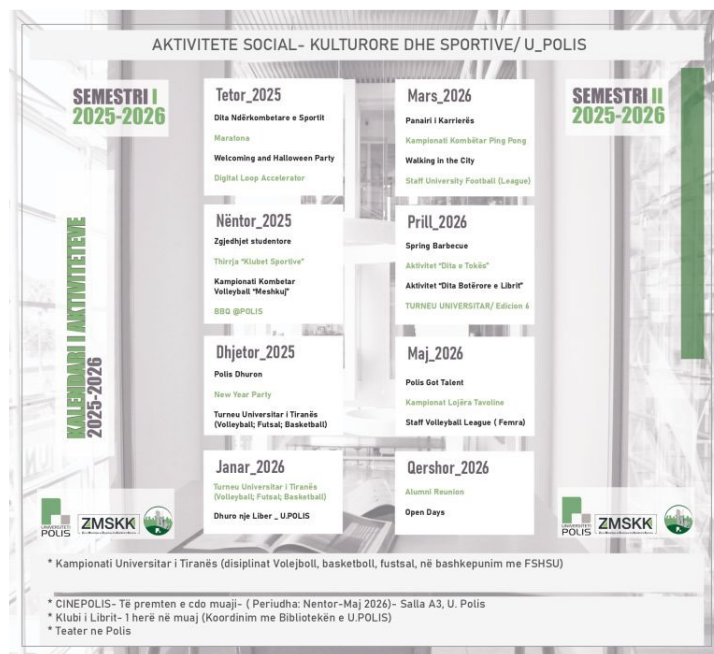
Some of the most prominent social clubs are:

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" are alternative student clubs equipped with internet café services, and the POLIS community meets with other professionals in Tirana or 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
4. taste of the "POLIS model" in Tirana;
5. "The Sports Club" – periodically organises sporting activities like aerobics, volleyball, basketball, and also the U_POLIS soccer championship;
6. The "Walking the City" club – stimulates the environmental, cultural, touristic, and athletic movement of pedestrians and bicycles in the city by periodically organising alternative-itinerary walks outside of the cities' motorised corridors, thus contributing to the understanding of and awareness toward an alternative city, which is close to us. However, still, we are not fully aware of it.

7. Other clubs: "Club of Music", "Club of Photography", "Charity" and "The Marley Bunny"

8.4 Social events and other activities

Calendar of Activities for the Academic Year 2025-2026¹ (approved by the Students' Representation):



8.5 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 the POLIS main hall, is the first milestone towards students' career path. The new beginning is accompanied by the further 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 unfolded in the Alumni Association, which graduates are part of since they finish their studies.

What does it mean to be a POLIS Alumni:

Being part of the POLIS Alumni Community entails responsibilities. In their professional journey, POLIS Alumni are in charge of balancing their need to represent themselves as professionals with comprehensive training and qualitative educational background and to preserve POLIS Community principles. Being a member of the Alumni Association allows each member to enhance their personality while complementing each other progress by having a common space at POLIS.

Another tradition and consequence of education at POLIS is the continuation of contributions from POLIS alumni to further the growth of the alumni community. With the University growing each year, a considerable number of them naturally find their way to stay at POLIS University, Metro_POLIS, and Co-PLAN, Institute for Habitat Development after graduation through engaging temporary

¹ The calendar is subject to changes, which will be communicated progressively, <https://universitetipolis.edu.al/zmskk-eventet/>

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 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 U_POLIS, Metro_POLIS, and Co-PLAN projects 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 subsidised/reduced price.
- To be informed by the Office of Students Support and Career Council and POLIS about the various employment opportunities and fairs or further qualifications from other companies and institutions in the country and abroad.

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

Since 2024

Diversity Officer

The role of a “Diversity Officer” aims to create and implement initiatives promoting equality, accessibility, and inclusiveness for all, with the values of equality as basic principles. The main goal is to develop comprehensive initiatives for all POLIS users.

His/her duties and responsibilities are as follows:

1. The development and implementation of strategies, including the construction or updating of regulations, programs, and practices that promote equality and accessibility for the institution, to benefit from an accessible and equal environment for all students and academic staff.
2. Continuous cooperation and coordination with faculties, departments, and other units to integrate the principles of equality in the curricula, as well as the creation of comprehensive educational practices. This includes monitoring and reporting on applied strategies and updating them, being constantly in compliance with regulations and their ongoing changes.
3. Student engagement to support and promote diversity on the university campus, as well as to address challenges or problems that go against inclusive principles.
4. Professional development of academic, administrative staff, and the student community to promote cultural awareness, and information about the needs of persons with

different abilities, as well as to develop a study and professional environment that is based on the principles of respect and equality.

5. Collection of data and assessments to analyze the progress of the implementation of comprehensive regulations and principles, as well as their continuous communication with all department heads.
6. Involving communities between academic or cultural events, as well as creating partnerships with community organizations that support inclusive initiatives by integrating different groups of people with different abilities.

Compliance and advocacy with the relevant regulations in compatibility with the strategies and standards of the European Union, in order to have continuous development.

Any student who considers themselves in need of tailored support regarding a disability, health condition, or other circumstances may complete the following form:

<https://docs.google.com/forms/d/e/1FAIpQLSdK1Yy2LgWgHg5jNBx-PES5ncHTae8paLHwhY8aORcjpCrZ0A/viewform>

9. TERM DATES



Universiteti POLIS
Kalendari Akademik 2025-2026

	Festa Zyrtare
	Sezoni provimeesh
	Sezoni i mbrojtjeve të diplomave

Periudha	Java	E hënë	E Premte	H	M	M	E	P	Sh	D		
Semestri I	1	6.10.2025	10.10.2025	Fillimi i semestrit të parë për të gjitha vitet Programet MSc: vitet e 2-ta, zhvillojnë mësimin të alternuar (paradite, mbasditë) varësisht programit Master Ekzekutiv fillon mësim në Nëntor 2025								
	2	13.10.2025	17.10.2025									
	3	20.10.2025	24.10.2025									
	4	27.10.2025	31.10.2025									
	5	3.11.2025	7.11.2025									
	6	10.11.2025	14.11.2025									
	7	17.11.2025	21.11.2025	Ceremonia dhe zhvendërimi dhe diplomave (data fikse për tu vendosur)							Dita e Alfabetit	
	8	24.11.2025	28.11.2025						Festat e Nëntorit			
	9	1.12.2025	5.12.2025									
	10	8.12.2025	12.12.2025	Dita e Rinisë								
	11	15.12.2025	19.12.2025									
		22.12.2025	26.12.2025						Pushimet e Dimrit - Krishtlindje dhe Viti i Ri			
		29.12.2025	2.1.2026									
	12	5.1.2026	9.1.2026	Ri-fillon mësimi 2026								
	13	12.1.2026	16.1.2026									
14	19.1.2026	23.1.2026										
15	26.1.2026	30.1.2026						Mbarim Sem I-të				
	2.2.2026	6.2.2026	Sezoni i provimeve për semestrin e parë - sezoni i dimrit									
	9.2.2026	13.2.2026										
	16.2.2026	20.2.2026										
Semestri II	1	23.2.2026	27.2.2026	Fillimi i semestrit të dytë për të gjitha vitet (15 javë)								
	2	2.3.2026	6.3.2026									
	3	9.3.2026	13.3.2026							Dita e Verës		
	4	16.3.2026	20.3.2026						Bajrami i Madh	Dita e Nevruzit		
	5	23.3.2026	27.3.2026									
	6	30.3.2026	3.4.2026									
	7	6.4.2026	10.4.2026							Pashkët Katolike		
	8	13.4.2026	17.4.2026							Pashkët Ortodokse		
	9	20.4.2026	24.4.2026									
	10	27.4.2026	1.5.2026						Dita e Punonjëve			
	11	4.5.2026	8.5.2026									
	12	11.5.2026	15.5.2026									
	13	18.5.2026	22.5.2026									
	14	25.5.2026	29.5.2026									
	15	1.6.2026	5.6.2026									
	8.6.2026	12.6.2026	Sezoni i provimeve për semestrin e dytë - sezoni i verës									
	15.6.2026	19.6.2026										
	22.6.2026	26.6.2026										
	1	29.6.2026	3.7.2026	Mbrojtja diploma: Dorëzime								
	2	6.7.2026	10.7.2026	Mbrojtja e diplomave								
		13.7.2026	17.7.2026	Mbyllja e vitit akademik 2025-2026 (dokumentacioni)								
Pushimet e verës		20.7.2026	24.7.2026									
		27.7.2026	31.7.2026									
		3.8.2026	7.8.2026						Dita e Sh. Terezës			
		10.8.2026	14.8.2026									
		17.8.2026	21.8.2026									
	24.8.2026	28.8.2026										
Vjeshta	1	31.8.2026	4.9.2026	Ri-fillon mësimi 2026 -	Sezoni i provimeve - vjeshtë							
	2	7.9.2026	11.9.2026									
	1	14.9.2026	18.9.2026	TAW								
		21.9.2026	25.9.2026	Dorëzime dhe mbyllje e notave të vjeshtës								
	1	28.9.2026	2.10.2026	Mbrojtja e diplomave - vjeshtë (Mbyllja e Viti Akademik 2025-2026)								
		5.10.2026	9.10.2026	Përgatitje për vitin akademik 2026-2027								

Ndryshim propozuar në vitin 2025 dhe në vijim:
 1-12 Shtator Sezoni Vjeshtës
 15-19 Shtator TDW/TAW
 22-26 Shtator Diplomat
 29-03 Tetor Përgatitje fillimi i vitit të ri akademik

Figure 5. Important dates in the Academic Calendar

10. ASSESSMENTS

Knowledge evaluation at POLIS University is done through a 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	Sufficient	2.0 – 1.7	C, C-
5	Pass	1.3 – 1.0	D+, D
1-4	Insufficient	0.0	F

Table 1. Assessments

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

- a. PENDING (P) = The student has not fulfilled the duties outlined in the course outline.
- b. NON-CLASSIFIED (NK) = The student did not attend the course to the required extent of 75%
- c. For all study programs, the first-year student can follow the second year if they have passed no less than 50% of the first year's credits (30 ECTS).
- d. Students who fail to accumulate a minimum of 30 ECTS at the end academic year of the first year of studies lose the right to continue their studies at POLIS University.
- e. Students have the right to take exams they have failed before in every season, as announced by the Didactic Secretariat. Students have the right to enrol in the exam after payment of the additional tuition fee. The student is excluded from the payment for the exams repeated within the academic year.
- f. Students must request via e-mail to sekretaria@universitetipolis.edu.al for the exams they want to attend and register for the respective exam in the PITAGORA system.
- g. The student has the right to improve only one grade for each academic year. Grade improvement happens only in the fall season and can be done only once.
- h. Students have the right to appeal if the procedural rules are violated during the exam or if they disagree with the assessment made by the lecturer in charge in line with the provisions of the Didactic Regulation.
- i. POLIS University has a Grade Moderation Policy to ensure uniformity, equality, and coherence when applying the standards and criteria used in the assessment (see Didactic Regulation, Art. 43).
- j. The maximum number of credits students can repeat in one academic year does not exceed 20 ECTS.
- k. During the academic year, students receive information about absences only through the PITAGORA system and course leader.

- i. Students receive information for their grades only through the PITAGORA system and course leader.
- m. Students who have not paid their respective semester fees do not have the right to 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;

The 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 critical issue at POLIS University, which means that the work you submit is your own, originally prepared work, is referenced entirely and correctly, follows ethical guidelines, and is a true reflection of your capabilities.

Turnitin is a plagiarism software that Universities use. Your Module Leader will generate a Similarity Report for any 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 ensure your work has Academic Integrity, all your quotations are correctly referenced, and you are not unintentionally plagiarising.



11. PITAGORA

Student Portal digital system PITAGORA offers access to the student's 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 course 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).

Registration of **WORKSHOPS TAW** INTO THE SYSTEM


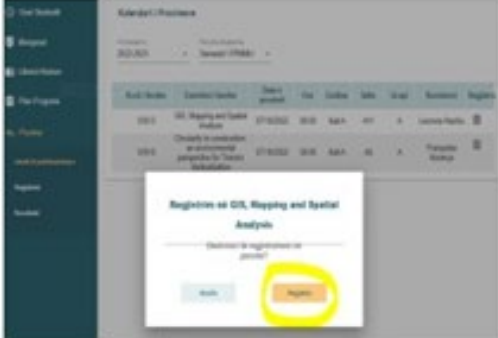
2022-2023, ACADEMIC YEAR, SEMESTER I

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 instrctures 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 **Regjistri=Select** as it is shown above


Step 4: After you have selected **Regjistri** for each module/workshop you will see the above screen. For each of them confirm the enrollment.

Student who has not pay the study tuition fee for the respective semester, is not able to complete this process. Please contact with finance office to confirm any payment

Figure 6. Instructions for Course/Module Registration into the PITAGORA system


Evaluation of Academic Staff INTO THE PITAGORA SYSTEM by students

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 according to the instructions 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 Libreza e Notave, = **Grades**



Step 3: You are able to see the above screen. At this stage just click for each module Pyetësor=Questionnaire as it is shown above



Step 4: After you have selected Pyetësor for each module/course you will see the above screen. For each of them please answer each question for the staff responsible for delivery of the module

Figure 7. Instructions on student academic staff evaluation

12. 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 a safe environment in line with the provisions included in the Gender Equality Plan of POLIS University. As members of 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 others. The Code of Ethics sets out the standards of behaviour expected from students. It guides on what is acceptable and what is not 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 the Code of Ethics.

Smoking is prohibited inside any building of the University, including corridors, toilets, entrances, etc. You should make sure that you do not smoke where it is 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 impair 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 and award certificates;
- Conduct, either on or off campus, which disrepute the University.

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

Find out more:

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

13. WHEN IT DOESN'T GO TO PLAN?

13.1 Deferring/ freezing your studies

Sometimes, circumstances beyond your control (e.g. illness) will mean you need to take a more extended break from your studies. Suppose this happens, and you think you won't be able to attend University or submit your assessments for the rest of the semester/year. In that case, you should **apply**

to defer your studies. To defer your studies, you must submit a Freezing of Studies Request to the Didactic Secretariat, which approves and executes your decision.

13.2 Transferring to another program within the University

Sometimes, in your studies program, you may discover a new area of interest or career path and wish to change your course to another offered by POLIS University. The transfer is done per the annual Instructions of MAS, respecting the acceptance criteria, documentation, and registration deadlines. To do this, firstly, you need to contact the Didactic Secretariat to be guided in following the procedure for transfer studies.

13.3 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, whether 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 (to be guided to follow respective procedure).

13.4 Transferring studies to another institution

You will earn academic credit for ECTS as you progress through your studies. This credit can be transferred to a different university or higher education provider. If you want to transfer to another provider, talk to them and ensure they accept you into their programs. You should also contact our Didactic Secretariat to withdraw your enrolment from POLIS University. You might want to receive a transcript and program description. This document issued by POLIS University details what you've studied and the academic credit ECTS you've earned with us.

14. 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.

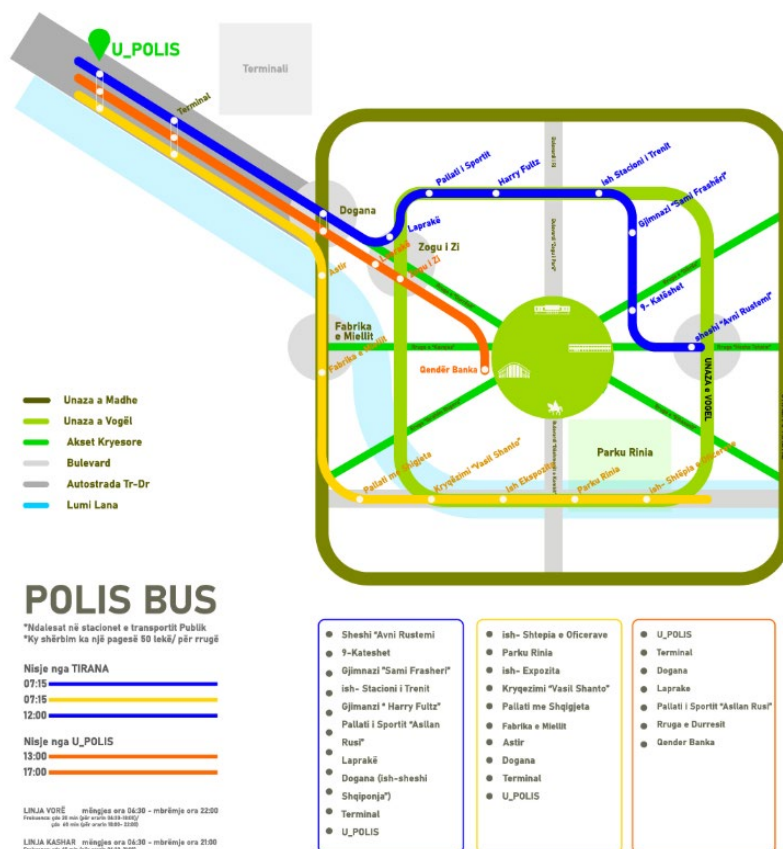


Figure 8. Map of bus lines

To facilitate students’ travel, two dedicated **POLIS BUS** lines are available.

As shown on the map below, the buses depart from central Tirana from two different points and stop at the POLIS campus.

Departures from Tirana: 07:15; 09:15; 12:00

Departures from U_POLIS: 13:00; 17:00

Students can also use **public transport**, according to the following routes:

- **Vora line**
 - Schedule: 06:30 (morning) – 22:00 (evening)
 - Frequency:
 - every 20 minutes (from 06:30 – 18:00)
 - every 20 minutes (from 18:00 – 22:00)
- **Kashar line**
 - Schedule: 06:30 (morning) – 21:00 (evening)
 - Frequency: every 60 minutes (Throughout the entire operating schedule)

15. HELPFUL CONTACTS

Didactic Secretariat

E-mail:

sekretaria@universitetipolis.edu.al

Legal Office

E-mail:

anisa_haidari@universitetipolis.edu.al

anjeza_dajzmaili@universitetipolis.edu.al

Finance Office

E-mail:

jonida_kushi@universitetipolis.edu.al

aurel_plasa@universitetipolis.edu.al

IT Services

E-mail:

altin_sula@universitetipolis.edu.al

uljan_hasko@universitetipolis.edu.al

Student Counselling

E-mail:

armela_reka@universitetipolis.edu.al

Library Services

E-mail:

biblioteka@universitetipolis.edu.al

Rr. Bylis 12, Autostrada Tiranë - Durrës, km 5, Kashar
Kodi Postar 1051, Kutia Postare 2995 Tiranë, Albania

Tel: + 355 42407420 /42407421;
Cel: + 355 694088111 / 0694061339/ 0692374445
E-mail: contact@universitetipolis.edu.al
info@universitetipolis.edu.al

Website: www.universitetipolis.edu.al

A MEMBER OF:

Magna Charta Universitatum
EAAE European Association for Architecture Education
AESOP Association of European Schools of Planning
CEEMAN Central and East European Management Development Association
ECLAS Association of European Schools of Landscaping
AUA Albanian Union of Architects and Planners