

CATHOLIC UNIVERSITY “OUR LADY OF GOOD COUNSEL”

REGULATION OF THE FACULTY OF MEDICINE

CHAPTER I GENERAL PROVISIONS

Article 1

1. The regulation of the Faculty of Medicine has been drafted pursuant to Law no. 80/2015, to the Statute as well as the internal regulations of the Catholic University OLGC.
2. It is applicable in all Base Units, academic staff, technical-administrative staff and the student community of the Faculty of Medicine.

CHAPTER II THE STRUCTURE

Article 2

The Faculty

1. The Faculty is the main unit of the University. It is in charge of promoting and coordinating didactic and research activities, ensuring the delivery of study courses at the various levels at the end of which the relative qualification is awarded, as well as it is responsible for organizing any other educational and scientific activity required by the law, the Statute and the Regulations.
2. The Faculty includes the Departments and the Research Centers. Nevertheless, it comprises no less than three base Units.
3. The Faculty approves the admission criteria for each field of study with regards to the students, based on the proposals of the Departments, and in accordance with the legislative provisions.
4. The specific denomination, the exact competence area and additional organizational and functional profiles of the Faculties are defined in the Statute, in the G.A.R or in other internal secondary acts.
5. The Dean is the highest academic authority of the Faculty, while the Dean’s Office is the highest collegiate governing body.
6. The Faculty consists of the following Base Units:
 - a) The Department of Medical Sciences;
 - b) The Department of Biomedical Sciences;
 - c) The Department of Surgical Sciences.

Article 3
The Department

1. The Department is the base unit responsible the delivery of the didactic and scientific research that takes place for homogeneous or otherwise related areas.
2. It is composed of at least seven full-time employees, of whom at least three have scientific or academic qualifications.
3. The Department proposes study and research courses/directions in accordance with the characteristics of its components, its structures and its resources, following certain quality *standards*. To this end, it manages a financial capacity which is possibly derived from its respective research projects as well as from the proceeds of services provided to third parties. The Department can be divided into permanent or *ad-hoc* didactic or research groups.
4. The Department performs the following additional functions:
 - a) proposes or expresses an opinion on study and scientific research programs, on the distribution of the teaching load, on the recruitment of the internal academic body and on the assignment of scientific degrees and titles.
 - b) proposes to the Dean the opening, closing and changes of the study programs of the first, second and third cycle, as well as the enlargement, the modification of its staff and structures;
 - c) provides the Rectorate, on its own initiative or at the express request of the latter, with any information useful with regards to drafting the institutional development strategic plan;
 - d) reports special needs and formulates proposals for resolutions to the Dean and/or the Dean's Office.
 - e) manages its own financial capacity, as well as a part of the funds derived from its research projects and proceeds from services rendered to third parties, as provided for in the G. R. of the University.
5. Except for cases otherwise provided by Law, the Statute and the Regulations, further provisions regarding the competences, organization and functioning of the Department are established by the G. R.A. or from other internal secondary acts.

Article 4
The Scientific Research Center

1. The Research Center is a base unit, provided with the same competencies as the Department, limited to the specific profiles of the research fields.
2. The Center can support the development of the “*Scientific Master*” study courses as well as “Research Doctorate” delivered by the Departments of the respective Faculty or others.
3. The structure, composition, operation and management of the Center are further specified in the regulations of the OLGU University.

CHAPTER III
ORGANIZATION AND MANAGEMENT

Article 5
Governing bodies and authorities

The academic authorities of the Faculty are the Dean and the Heads of the base units. The administrative authority consists of the Administrator of the Faculty and the Administrator of the Base Units.

Article 6 *The Dean*

1. The Dean is the highest authority of the Faculty and is appointed by OLG Foundation, upon the proposal of the Rector. He/she is chosen among professors having the degree of *Professor*, who lectures along at the Faculty, part of the Academic and Research Body who have a full-time contract. His/her term lasts four years and is renewable.
2. The Dean is in charge of:
 - a) coordinating and monitoring the realization of the Faculty's didactic and scientific activities of the Faculty;
 - b) following and supervising along with the Heads of Base Units and Coordinators, the correct enforcement of the Faculty's didactic programs and development plans;
 - c) organizing the necessary activities for the admission of students to the Faculty, as well as supervision of new students' enrollment and transfer processes;
 - d) preparation or verification of the official documentation of the Faculty in collaboration with other academic and administrative structures that may be interested;
 - e) ensuring the correct enforcement of the legislative, statutory and regulatory provisions with reference to teaching, research and the third mission of the Faculty, in collaboration with the academic and administrative structures, internal or external to the University which could be possibly interested;
 - f) supervision, with the help of the Faculty Administrator, of the execution of employment contracts relating to the Faculty, along with the supervision of the foreseen performance, as well as the fulfillment of any other obligations borne by the structures included therein;
 - g) provide, in collaboration with the Heads of the base units, for the composition of the didactic commissions as well as the appointment of the degree exam commissions and approve the assigned theses;
 - h) coordination of the activities of the Base Units Heads;
 - i) setting forth proposals to the Rector, after having consulted the Dean's Office, with regards to the career progression of lecturers already structured at the Faculty, or the recruitment of others; as well as proposals for the Faculty Administrator on the recruitment of new technical-administrative staff;
 - j) recommending the Vice Deans to the Rector;
 - k) reporting promptly to the Rector on any conduct within the Faculty that is a source of civil, criminal, ethical or disciplinary liability, proposing the related sanction;
 - l) convoking and presiding over the Dean's Office;
 - m) organizing, in collaboration with the Base Units' Heads, the program of scientific-cultural, promotional, consultancy and collaborative activities and initiatives to be carried out also with/for/at third parties;
 - n) providing, together with the Base Units' Heads, advice to the Coordinator on the preparation of the lecturing calendar and the articulation of the elements of the lecturing process, supervising their enforcement;
 - o) facilitating and following up the academic-scientific and technical-professional collaboration of the structures and the lecturers of the Faculty with other university institutions, research or cultural institutions, as well as with organizations and

- political, economic and social entities, both national and international;
- p) collaborating with the Faculty Administrator for the preparation of the Faculty draft budget;
 - q) preparation, in collaboration with the Heads of the Base Units, the Faculty's Strategic Development Plan;
 - r) the Dean coordinates, promotes and monitors, from year to year, together with the Heads, the recommendation and delivery of the lectures to be used by students, the planning and implementation of the research lines followed by the lecturers, the initiatives, collaborations and services to be carried out with or for external entities by the Faculty and the University;
 - s) preparation of an annual report, based on the individual reports of the various Heads of Base Units, on the progress of the various activities of the Faculty;
 - t) propose to the Rector, after having consulted the heads of departments, the broadening, diversification and revision of the educational offer and any other initiative that, in line with the mission and interests of the University, can contribute to the cultural, social and professional growth of the student community as well as the development of the academic and technical-administrative staff;
 - u) proposes to the Rector, after having consulted the Dean's office, the stipulation of agreements with other university or higher education institutions, with public bodies as well as private companies, national and foreign, in order to support the development of scientific research work and improve collaborative relationships to deliver services externally, as well as improve the mobility, better training or qualification of professors, researchers, readers and students;
 - v) reports to the Rector, after obtaining the opinion of the Dean's Office, the opportunity to open research centers, courses or various services for third parties, as well as participation in projects that can be implemented in Albania or abroad, through the Academic body of the Faculty.
 - w) prepares an annual report on the progress of the Faculty's didactic and research activities to be presented to the Rector. Prepares other similar reports at the request of University bodies.

Article 7

The Deputy Dean

1. The Vice-Dean is proposed by the Dean to the Rector, out of the full-time professors at the Faculty. He/she automatically leaves the office at the end of the Dean's mandate or by a revocation ordered by the Rector. In special situations, a part-time lecturer may be appointed pro tempore in the functions of Deputy Dean.
2. The Vice Dean is appointed by the Dean (or the Head of the Main Unit), after having considered the positive opinion of the Rector and the OLG Foundation.
3. The Vice Dean can be selected among those who belong to the Academic or Research Body of the Faculty who have full-time employment contracts.
4. The number of Vice Deans, the skills and area of action of the later are defined with a decision of the Dean.
5. In case of absence or temporary impediment of the Dean, he/she can play the role of alternate, signing the deeds of competence, except for those which, by law or by their nature, are of an exclusive and indelible nature. In any case, the specific competences of the Vice Dean are better defined by the University Regulations

Article 8

The Dean's office

1. The Dean's Office (associates) is a collegial body that assists the Dean in carrying out his/her functions. It is composed of:
 - a) the Dean;
 - b) the Vice Dean;
 - c) the Faculty Administrator;
 - d) the Heads of the Base Units (Departments and Research Centers);
 - e) a student representative enrolled in a degree course of the Faculty who is also part of the University Council.

Other lecturers structured at the Base Units of the Faculty, or at the Departments of the partner University, may participate upon the invitation of the Dean but without the right to vote, in the meetings of the Dean's Office with regards to joint or double degrees.
2. The Dean's Office:
 - a) elaborates and submits to the Rector's Council the Faculty's Strategic Development Plan, based on the recommendations of the Dean, of the Faculty Administrator and its Base Units;
 - b) coordinates the activities of the Base Units;
 - c) reports special needs and formulates proposals for decisions to the Rector's Council or to the competent bodies;

Article 9

The Head of the Base Unit

1. The Head of the Base Unit (Department or Research Center) is appointed by the Rector, after consulting the Dean. The term lasts four years and is renewable.
2. He/she represents the academic body of the Base Unit, reporting the specific needs and requests of the same body to the competent bodies.
3. The Head is responsible for:
 - a) organizing and coordinating didactic and research work in the study courses of the Unit;
 - b) planning, organizing, and ensuring the compilation of lesson plans and subject programs at the Unit;
 - c) coordinating the development of the didactic process as well as the implementation of the lesson plans and programs of the Base Unit;
 - d) the head regularly informs the Dean of the progress of the educational and research process for the Base Unit related courses;
 - e) formulates opinions on matters concerning the academic staff of the Unit;
 - f) reports to the Dean any conduct that does not comply with legislative, statutory and regulatory standards;
 - g) follows and coordinates the conduct of scientific research activities in the Unit according to the annual schedule;
 - h) collaborates with the Faculty Administrator for the preparation of the Base Unit draft budget;
 - i) organizes the internal evaluation processes of the Unit and contributes to the settlement of the problems encountered in didactic and research activities, as well as with regards to the third mission;
 - j) requests and verifies the documentation as per the annual activities carried out by each member of the Base Unit;
 - k) submits the overall report of the Unit to the Dean and continuously informs him/her about the relevant activities during the year.

Article 10
Base Unit Council

1. The Base Unit Council is a collegial body that assists the Head in carrying out his/her functions. It is composed of the Head, the Faculty Administrator and all Unit Lecturers.
2. The Council is responsible for:
 - a) organizing themselves into permanent or temporary didactic and scientific research groups, in accordance with their typology and institutional mission;
 - b) propose to the Dean, on the basis of their human and material resources, changes to the structures and staffing plan, changes in the educational offer, study programs, number and admission criteria for students;
 - c) defines research directions, proposes collaborations and services to be provided with/for third parties and report any needs of the Unit with regards to career progression of already structured lecturers or the recruitment of new ones;
 - d) provides services to third parties, as well as carry out other activities, in compliance with legislative, statutory and regulatory provisions;

Article 11
The Coordinator of the Study Programme

1. The Study Program Coordinator is preferably chosen from among the members of the Departments and reports directly to the Dean of the Faculty. He/She collaborates with the Heads of the Basic Units on various aspects related to both the didactic and scientific activities, as well as the third mission.
2. The Coordinator is in charge of:
 - a) Compiling the didactic schedule (dates and times) and the arrangement of the elements of the didactic process (lecture hours, seminars, laboratories, internships, exams, etc.), based on instructions received from the Dean, professors, and the Didactic Secretariat;
 - b) Taking measures to publish the study plans and syllabi of specific subjects, and collaborating in their implementation;
 - c) Submitting to the Didactic Secretariat and the Office of Curriculum and Quality Assessment at the beginning of each academic year, the implemented study plans and course syllabi in both electronic and printed form;
 - d) Collaborating in the organization of admission exams for each academic year;
 - e) Collaborating in organizing all procedures for student transfers to the Faculty;
 - f) Organizing, in collaboration with the professors of the study programs, all exam sessions, including graduation exams, as well as the monitoring of their progress;
 - g) Informing the Dean on eventual specific opinions and requests of professors and students regarding the smooth running of the study programs;
 - h) Informing the Didactic Secretariat, students, and professors in a timely manner of any changes in the development plan of the didactic process;
 - i) Holding monthly meetings with students according to a calendar approved by the Dean and published;
 - j) Announcing student consultation hours, providing them with at least six hours a week, with a minimum of two hours over three days a week;
 - k) Continuously informing the Dean about the progress of the didactic process and external relations of the Faculty, and immediately reporting any damage, malfunction, or anomaly that may arise;

- l) Assisting the Dean in preparing documentation related to the Faculty, which will be periodically presented to other academic and administrative authorities of the University;
- m) Assisting the Dean in organizing the collection and preparation of data and information regarding the Faculty's budget and Basic Units;
- n) Contributing, according to the Dean's instructions and in accordance with priority teaching functions, to the promotion of the Faculty and University, both on-site (open days, ad hoc seminars, guided tours at the Faculty, etc.) and off-site (missions to high schools, participation in fairs, conferences, study days, TV and radio programs, etc., in Albania and abroad);

Article 12

The Administrator of the Faculty

1. The Administrator of the Faculty is the body responsible for the sound financial and administrative performance of the Faculty.
2. The Faculty Administrator is appointed and removed by the University Administrator, by a resolution of the Board of Heads and upon the opinion of the Rector. Candidates for the office must have a master's degree in law or economics and be experienced of not less than five years of work in the management field. The function conflicts with any other administrative or academic function within the OLGCCU.
3. The Faculty Administrator is responsible for:
 - a) the delivery of the daily administrative-financial management of the Faculty, reporting to the University Administrator and informing the Dean of the management and any other aspect of the relevant business;
 - b) facilitating the execution of the Dean's decisions in compliance with the academic, administrative and financial needs of the Faculty;
 - c) offer its support to the Dean and the Heads in the preparation and control of the technical-regulatory and economic-financial regularity of the official documentation of the Faculty as well as the Base Units;
 - d) the Administrator of the Faculty offers his/her support to the Dean in verifying the fulfillment of the employment contracts concerning the Faculty and, more generally, the correctness of the conduct held within it, as well as on the fulfillment of any other obligation on the part of the faculty structures, as foreseen in contracts;
 - e) collaborates with the Dean for the preparation of the Faculty's draft budget as well as with the Heads of the Base Units;
 - f) conveys their suggestions to the Dean and the Rectorate for the drafting the Strategic Development Plan of the Faculty;
 - g) provides legal-economic advice to the Dean, the Heads, the Coordinator, the lecturers and the Didactic Secretariat, for issues which are related to activities, including those of the third mission, that take place in the Faculty and its Base Units;
 - h) proposes to the Faculty Administrator, upon the suggestion or opinion of the Dean, any need for financial-administrative reorganization, including that of hiring new technical-administrative staff.

CHAPTER IV

ORGANIZATION AND CONDUCT OF FRONTAL EDUCATION AND OTHER TRAINING ACTIVITIES

Article 13
Study courses and lectures

1. The study courses, the disciplinary programs and the procedures for their establishment and development correspond the first, second and third cycle of the Albanian university system.
2. In the case of joint or double degrees, different or additional standards may be applied in the relative degree programs in order to comply with the rules and criteria followed in the systems of foreign partner universities.
3. Courses of study are usually divided into university credits (CFU), organized full-time and with compulsory attendance. They can take place in partial derogation from the didactic calendar and for an extended time, for a maximum duration of two years, only with reference to *professional Masters* (i.e. first level, or second cycle) and *executive Masters* (i.e. second level or third level cycle).
4. Each study program, previously authorized and accredited, is made widely known and in any case published on the OLGU University portal before the admission or enrollment procedures are activated.
5. The first and second level degree courses end with the awarding of a joint or double degree in accordance with the collaboration agreements with *partner* universities.
6. The schedules and auditoriums for the lessons for each course are pre-established and published on the OLGU University portal.

Article 14
Transfers

1. Annually, the Dean appoints a Didactic Commission with advisory functions in order to assess the curricula submitted by the candidate, and to recognize university formative credits.
2. The Didactic Commission of the Faculty decides as per the typology of the request submitted by the accepted candidate and his/her curriculum.
3. The Didactic Commission of the Faculty, based on the reviewed documentation, determines the year of student registration, exams and valid credits that will be recognized, as well as any training activities that will be integrated.
4. The Commission is appointed by the Dean of the Faculty, after hearing the opinion of the Heads of the Base Unit, and consists of members of the academic staff who participate in the implementation of the study program.

Article 15
Exams

1. The student can sit the exam of each course if he/she has met all the obligations set out in the didactic program and the internal documents of the University; he/she has paid off all required university fees and has, finally, registered for the exam online at least seven days before the set date.
2. On the day of the exam, the exam minute sheet, duly completed with the name, surname and registration number of each student who was registered, is submitted by the didactic secretariat to the Head of the Exam Commission. At the end of it, the Head of the Commission returns the minute sheet to the didactic secretariat, signed by all the members of the Commission and by the students who were present in the exam.
3. The minute sheet may be corrected only for any material errors, with the authorization

- of the Dean and in the presence of the concerned student.
4. The dates of the exams, in compliance with the relevant Faculty calendar, are proposed to the Dean by the Coordinator, and published no later than two weeks before the start of the exam period.
 5. Before entering the exam, students are identified by the Exam Committee, made up of at least two lecturers, of whom one has been lecturing the subject, if the exam covers a single discipline only; the commission is composed by two or more lecturers when the exam is integrated. In this case the Commission is composed of at least one lecturer for each module or course.
 6. In the event of the absence of a lecturer, the Dean can enact the replacement in writing to supplement the Commission or, should it be impossibility to have at least one lecturer who has been lecturing as part of the commission, the establishment of a Technical Commission is required.
 7. For the integrated exam, the assessment is defined with the arithmetic/weighted average of the assessment given by each of the lecturers for their subject.
 8. The oral tests are held publicly and all the questions addressed to the student are reported in the relative minute sheets.
 9. Written tests are registered. The examined student has the obligation to show their university booklet, or a valid identity document.

Article 16

Study activities abroad or off-site

1. Students participating in international projects or programs, in which the OLGC University adheres to, are exempted from the attendance requirements relating to courses attended abroad.
2. Upon returning to the Faculty, an *ad hoc* commission verifies their exams, and after that the students are recognized, in whole or in part, the exams obtained abroad for the identical or similar disciplines in their course of study.

Article 17

Other educational activities

1. Professional internships, practical or in any case supplementary activities of frontal teaching, possibly set for the relevant course of study and communicated by the Coordinator at the beginning of the academic year, form an integral part of the students' training.
2. Students develop such activities at the premises of their home University, in laboratories, in the Hospital, at the Polyclinic, as well as in the Clinics of the OLGC Foundation. These activities can also be conducted at public or private healthcare institutions, whether national, international, or abroad, under the guidance of a tutor appointed by the Faculty.
3. They must behave decently in the host institutions too and shall observe the relevant principles and rules.
4. Upon the finalization of the off-site activity, the tutor shall compile the documentation which validates the results generated during the internship.

Article 18

Attendance

1. Attendance of lessons is mandatory. Students, who do not meet the minimum 60% attendance requirement for didactic activities (attendance of lectures and seminars, participation in laboratory activities, practical exercises, internships and other extra activities) cannot participate in the relative exam, unless they are authorized by the subject lecturer or by the Dean.
2. To this end, the latter takes into consideration the alleged justifications, including written documentation, by the student who is interested in taking the exam.
3. With regards to integrated courses, for each module of the subject the student must meet the minimum requirements.

CHAPTER V

THE AWARDING OF TITLES

Article 19

Request for the preparation of the Degree Thesis

1. Graduating students can be supervised by one or more lecturers, who might be part of the Body of Lecturers of the Faculty.
2. The subject matter of the degree thesis is agreed between the graduate student and the supervisor professor, approved by the Dean and communicated to the Coordinator.
3. At the beginning of the academic year, the Coordinator informs interested students of the degree exam sessions, through the didactic secretariat.

Article 20

Degree Exam sessions

1. In cases of withdrawal, non-admission and failure to pass the degree exam, the graduate student has the right to attend a subsequent session.
2. In case the supervising lecturer (mentor), or all of the co-supervisors is unable to attend, the Dean can arrange the necessary replacement.
3. The Coordinator, having consulted each rapporteur, proposes to the Faculty Dean the dates of the exam sessions(periods).
4. Graduation exams are divided into no less than 3 (ordinary) sessions per academic year.

Article 21

Certification and award of the relevant degree

1. The attainment of a degree, including a joint or double degree, is certified by the Parchment Degree Diploma as well as by the Degree Certificate with the marks of all the exams taken. Both documents bear the signature of the Rector of the OLG C Catholic University, and in the case of joint or double degrees, it includes the signature of the Rector of the partner University, or his/her delegate (the latter only for degree certificates).
2. Upon the request of the student following graduation, the Didactic Secretariat issues, in duplicate, an equivalent certificate of the diploma, which includes the marks of all taken exams.
3. After graduation, at the request of the student and in the event of loss of the Degree

Certificate, the Didactic Secretariat issues an equivalent certificate of the diploma, which shall include the grades of the taken individual exams.

4. The withdrawal of the Parchment Degree Diploma and of the Degree Certificate with the marks of all the exams taken is carried out by the graduate student in person or by his representative with a special power of attorney stipulated by notary.
5. A copy of the aforementioned documentation is saved in the University's didactic archive.
6. In the event that the Parchment Degree Diploma or the Degree Certificate features material errors, easily recognizable by the interested party, the latter, refraining from withdrawal, requests their correction, so that the issuance of new documentation is enabled.
7. In the case of withdrawal of a Diploma containing errors, or in cases of loss, theft, destruction or damage of the later, the University does not issue a duplicate, but only an equivalent certificate of the relevant Diploma.
8. Parchment Degree Diplomas containing errors, withheld or returned to the University, are destroyed by an ad hoc Commission composed of the Dean and two other members appointed by a decree of the Rector. Minutes are drafted as a necessary prerequisite for the subsequent issue of the equivalent certificate