PROMOTING THE RULE OF LAW

FOR THE REPUBLIC OF ALBANIA

OF TIRANA LAW FACULTY

ANALYSIS OF THE INTERNAL REGULATIONS

RESEARCH PROGRAM

AND

LEGISLATIVE ASSISTANCE

CENTRAL EUROPEAN AND EURASIAN LAW INITIATIVE
ANALYSIS OF THE INTERNAL REGULATIONS OF TIRANA LAW FACULTY FOR THE REPUBLIC OF ALBANIA

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Analysis of the Internal Regulations of Tirana Law Faculty for the Republic of Albania
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Analysis of the Internal Regulations of the University of Tirana Faculty of Law

I. Introduction

This report reviews and comments on the Internal Regulations of the University of Tirana Faculty of Law (hereinafter the regulations). It aims to highlight and identify the document’s positive attributes, as well as its controversial aspects and shortcomings, from the perspectives of European and American law school administrators and educators. The regulations are also assessed in light of the ongoing process of international cooperation between educational institutions and associations, and the convergence of higher education systems throughout Europe as a whole.

Generally, the regulations represent a comprehensive treatment of the issues arising in the organization and management of an institution devoted to educating and training students for employment in the legal profession. Certain provisions, however, are so specific that they may function to limit the law faculty’s ability to adapt to future developments. Other provisions are so vague that they fail to offer practical guidance in administrative matters. In addition, the policies on academic freedom for faculty and freedom of association for students set forth in the document raise considerable concerns in light of relevant standards and practices common to both European and American systems of higher education. These aspects, as well as other issues associated with the regulations’ structure, clarity, and overall effectiveness may be improved with changes and additions based on the comments and reference materials offered in this report.

II. Drafting Issues

A. Structure and Organization of the Regulations

The regulations appear similar to a set of by-laws that establish the fundamental rules governing the structure and administration of the University of Tirana Law Faculty. Numerous topics included in these regulations, however, are not typically found in the by-laws of educational institutions or faculties, such as the detailed position descriptions in Articles 14 – 40. The regulations should make some attempt to differentiate between matters of fundamental significance in the operation of the law faculty, e.g. the mission of the law faculty, the composition and operation of its governing bodies; and the types of degrees awarded for example, and less significant issues, such as the daily and routine duties of individual staff members. Moreover, while position descriptions are subject to frequent change and amendment, the basic structure of the law faculty probably is not. Therefore, the drafters should consider separating the regulations into multiple documents of varying degrees of importance, as both European and American law schools often do. These separate documents may include: governing

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1 Compiled by Nicole Bruns, CEELI Legal Analyst.
2 The analysis and conclusions contained herein are based on a thorough review of an unofficial English-language translation of the Regulations, the accuracy of which has not been verified. As a result, specific issues identified by this report may flow from the translation rather than the language of the original text.
3 See, The Bologna Declaration on the European Space for Higher Education of 19 June 1999, a pledge by official representatives of 29 European countries to coordinate the reform of their higher education systems.
by-laws, personnel contracts and handbooks, and student handbooks. Each individual document should contain a formal amendment procedure to allow the Faculty to respond to changing conditions. Separating the regulations in this fashion, by providing a mechanism for their amendment, will promote more efficient and effective management of the law faculty.

Another structural issue the drafters should address is the organization of Chapter 2 (Organization and Management of Faculty). In its current form, the regulations fail to convey the overall structure of the law faculty and do not clearly define the relationships among units of administration, departments, and individual staff members. Consequently, it is difficult to determine which departments the various staff members fall under, and who supervises and evaluates whom in the chain or hierarchy of authority. One approach to resolving the confusion would be to organize the position descriptions by units of administration or department rather than by level of responsibility. Alternatively, an organizational chart presenting the hierarchy of the Faculty and the relationships among the faculty members could be created and attached to the regulations.\(^4\)

**B. Lack of Consistency and Clarity Among Provisions**

Articles 14 – 40 of the regulations provide detailed descriptions of the responsibilities of the law faculty staff. These provisions are so detailed, however, that there is a risk of over-regulation and preservation of outdated practices as well as discouragement of professional development and innovation. In contrast, other provisions, such as Article 7 (outside employment of faculty), Article 53 (student grades), and Article 78 (discipline of students) lack sufficient detail whereby Faculty and students alike may gain an understanding of their rights and responsibilities. Consequently, potential conflicts are likely to arise among administrators, professors, and students as they attempt to interpret these ambiguous provisions.

The drafters should attempt to resolve the imbalance between too much and too little explanation in the position descriptions found within the regulations. For example, the phrase “and performs other duties as assigned by his/her supervisor” could be added to the position descriptions. An alternative approach would be to include more flexible position descriptions that would be more practical and enduring. Rather than specifying every task and how it is to be performed, the descriptions could identify the categories of tasks and provide general guidelines for completion that would facilitate modification if positions or duties change in the future.\(^5\) On the other hand, more specific information about the grading system could be added to Article 53.\(^6\) Students could then gain a clearer understanding of their performance and standing.

Articles 14 – 40 of Chapter 2 describe the positions of the law faculty staff, but these articles are not consistent in either format or content. For example, while Article 14 (Dean of Faculty), Article 16 (Chancellor), Article 18 (Chief of Division), and Article 30 (Public Relations Coordinator) each identify who appoints people to these positions, the other articles do not. Also, only Article 16 (Chancellor) and Article 30 (Public Relations Coordinator) provide qualifications for those positions, and the supervisors of only the Administration Specialist and the Staff

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4 See Appendix B for examples of law school organizational charts.
5 Sample position descriptions are provided in Appendix C.
6 Appendix D provides samples of grading systems with explanations.
Inspector are identified. The clarity and effectiveness of the position descriptions in Articles 14 – 40 could be improved by the adoption of a standard format for all of them. While there is no single format that would be most appropriate for the University of Tirana Law Faculty to adopt, European and American law schools generally employ a format which includes: the title of the position; the department of the position; a broad statement of the overall nature and purpose of the position; a list of major duties; a description of position’s relationships and roles; and the necessary qualifications and skills for the position.7

C. Language

The regulations suffer from repeated use of imprecise and inconsistent language. For instance, Article 13 refers to the “Faculty’s Council” while Article 50 refers to the “Council of Faculty.” Article 9’s “branches”, Article 10’s “sections”, and Article 18’s “division” all appear to refer to the same concept. Also, in Article 13 the Faculty Council is given the right to “elect” the Dean of the Faculty, but in Article 14 the Rector is given the right to “appoint” the Dean “based upon the nomination of the Faculty’s Council.” In order to reduce confusion and avoid potential conflicts in enforcement of the regulations, the drafters should adopt a standard term for concepts and use that term throughout the regulations. The inclusion of definitions for such concepts as Article 11’s “units of administration” would go a long way toward improving understanding of the regulations and enhance the effectiveness of their implementation.

The use of gender-based language in Articles 14 – 40 presents a serious problem as well. The regulations inappropriately reinforce outdated gender stereotypes since the duties of all senior positions are described with the male pronoun and subordinate positions with the female pronoun. At some point in the future, there may be a female Dean of Faculty or a male cleaning person. The regulations should reflect this possibility by employing gender-neutral language.

III. Management of the Law Faculty

A. Policies on Hiring and Promotion of Teaching and Research Staff

The regulations establish a formal procedure for the hiring of new teaching and research staff that charges the Chiefs of Departments with creating specific hiring criteria for specific positions.8 They do not, however, provide any statement of the overall criteria for appointment to the Faculty of Law that establishes a common set of characteristics that all staff members share. As a result, the potential obligations and responsibilities of academic members of staff with regard to their role in the operation of the law faculty and the University of Tirana in general are not identified. Also, there is no clear explanation of who ultimately selects candidates for employment as teaching and research staff. The regulations suggest that the Chiefs of Departments’ role in the process does not extend to the actual decision-making and the Dean alone has hiring authority. Most European and American law schools employ a more collaborative and democratic process. Moreover, the regulations provide no guidance as to what factors are most important in the ultimate appointment decision. Therefore, the drafters may wish to consider revising the regulations to include a more complete explanation of both the

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7 See Appendix C for samples of position descriptions.
8 Articles 14, 17, and 19.
philosophy and process of selecting new members of the academic staff.⁹

While the regulations give some attention to the issue of hiring, issues of promotion in rank, tenure or other forms of job security for teaching and research staff are neglected. Article 19 refers to short, fixed term employment contracts of less than one year, but then states that these contracts may be reviewed, presumably for renewal purposes. In addition, Article 19 suggests that employees with scientific titles may be employed under long-term, open-ended contracts. However, this provision does not address performance standards for contract renewal or advancement to more senior positions such as Chief of Section or Department. In contrast, most European and American law schools have extensive rules which base promotion of academic faculty on performance levels in teaching, research, and service to the law faculty, university faculty, bar and community.¹⁰ The regulations would benefit from the inclusion of a clearly defined system of evaluation and promotion that would encourage accountability and development of teaching and research staff. In addition, a formal system of promotion and/or tenure would help protect the intellectual and academic freedom of faculty members.

B. Decision Making Authority within the Law Faculty

The responsibilities of the Dean, Faculty Council, and Heads of Departments for policy-making and administration, as set forth in the regulations, are ambiguous and confusing. For example, the Dean and Heads of Departments are identified as the governing authorities of the faculty in Article 12. In Article 14, the Dean is referred to as “the highest authority.” This language suggests that the Dean, or the Dean acting in conjunction with the Heads of Departments, has a great deal of authority in policy formulation despite the fact that Deans and Heads of Departments are more often charged with administering policies established by the governing bodies. However, Article 13 delegates educational, financial, and administrative decision-making power to the Faculty Council. Therefore, it seems that the Faculty Council is the source of policy decisions, but actually the Faculty Council’s list of competencies suggests that it will have a largely advisory role. As a result, it is difficult to determine what action the Dean and Heads of Departments are free to take, and what policy decisions must come from the Faculty Council or from some other body within the University such as the Senate or the Rector. Therefore, the regulations should more clearly distinguish between who is authorized to make policy and who is charged with administering policy. Also, the regulations should clarify whether Faculty members’ recommendations for changes and additions to policy can or must be submitted to the Faculty Council or to the Heads of Departments.

Furthermore, the composition of the Faculty Council seems overly restrictive since the body plays such a significant role in governance of the law faculty. Some members of the law faculty have no representative on the Council; and consequently, their views and interests may not be considered in the formulation of policies. Members of the teaching and research staff on fixed-term contracts of less than one year, for instance, cannot serve on the Council because the term is three years. In contrast, the common practice in law schools in the United Kingdom is to allow all members of staff (full-time, part-time, and temporary) to have an equal say in Faculty decision-making. Also, many U.K. law schools include representatives from the library, clerical,

⁹ See Appendix E for a sample of appointment procedures.
¹⁰ See Appendix F for samples of promotion and tenure procedures.
and other support staff in decision-making and policy-formulation. The drafters of the regulations may find that policies will be more widely supported and smoothly implemented if more staff members have a voice in their formulation.

C. Outside Employment

Article 7 of the regulations guarantees the right of the law faculty to engage in outside activities for financial gain. However, no limitation is imposed on this right, which may result in conflicts over the amount of time a faculty member devotes to these outside activities and even who may be considered a full-time faculty member. Article 19 does include a reference to working hours but it is unclear if outside activities are prohibited during this period. Therefore, Article 7 should include some specification of an appropriate amount of time for outside activities that will provide guidance for faculty and administrators. The definition of an “appropriate” amount of time varies at law schools in the United States, but most schools allow teaching staff to work on outside projects one day per week. In addition, some schools require that any outside work be reported to the dean. In any case, a more fully developed policy could prevent members of the teaching and research staff from spending an excessive amount of time on outside work.

D. Academic Freedom

It is encouraging that the regulations attempt to guarantee fundamental academic freedoms for the teaching and research staff. Protection for academic freedom in teaching and research, however, is seriously weakened to the extent it must be “exercised in compliance with the plans and academic programs drafted and approved by the relevant authorities of the University of Tirana.” Since the “plans and programs” remain undefined, faculty members enjoy little protection in practice. Moreover, since there is no provision for tenure or some other method of ensuring job security, there is a risk that a staff member will face unjustified termination for not having exercised academic freedom in compliance with University plans.

One solution to this problem would be for the regulations to stipulate that the authorities of the University of Tirana “may not approve any plans or programs that are inconsistent with academic freedom.” This alternative is somewhat redundant and suffers from the same vagueness that afflicts Article 4. Another solution would be to eliminate the “exercised in compliance” qualifying statement altogether. At the very least, the drafters should consider providing general guidelines for the professional and ethical conduct of teaching and research staff that address the scope of academic freedom.

The guarantee of academic freedom is essential to a well-functioning academic institution, and the regulations must be more forceful in protecting this guarantee, particularly since Article 22 of the Albanian Constitution, Article 10 of the European Convention on Human Rights, and Article 19 of the International Covenant on Civil and Political Rights all

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11 Article 4.
12 Id.
13 According to Article 22.1 of the Constitution, “Freedom of expression is guaranteed.”
14 Article 10.1 of the ECHR provides, “Everyone has the right to freedom of expression. This right shall include
guarantee freedom of expression in Albania.

The issue of academic freedom also arises in relation to lesson plans. While Article 4 and Article 19 guarantee freedom in teaching methodology, they also require that the freedom be exercised according to “plans and lesson programs drafted and approved by the relevant instances.”16 Also, Article 17 charges the Heads of Departments with supervising the drafting of lesson plans. In addition, the language of Article 5 suggests that lesson plans cannot be changed without the approval of the Senate. Together, these provisions imply micromanagement of teaching methodology and infringement on academic freedom. In contrast, at American institutions of higher education, the Senate or Dean has the authority to approve course descriptions and changes in them, but the teacher responsible for the unit of instruction retains full discretion in the drafting of lesson plans. If the drafters truly want to encourage the “free, critical and creative development”17 of teaching methodology, then they should consider amending the guidelines to create an environment of respect for the professional skills of the academic staff which allows them to exercise their academic freedom. The drafting of a comprehensive policy on hiring, evaluation, and promotion of faculty would greatly contribute to establishing such an environment.

IV. Management of Student Affairs

A. Administrative Policies

1. Admission to the Law Faculty

The regulations provide for an entrance examination that determines admission to the law faculty.18 However, there is no specification of criteria used in determining who is eligible to take the examination. Also, there is no mention of whether enrollment in the law faculty is limited or if all students who take and pass the entrance examination will be admitted. In addition, the drafters have not identified who is responsible for evaluating the admissions examinations and whether prospective students have the right to appeal a denial of admission. More troubling is an admissions policy for graduate students that identifies payment of a fee as the only criteria for enrollment. This provision undermines the appearance of integrity of the admissions process because it suggests that substantive, objective factors, e.g. an applicant’s academic record, aptitude for the study of law, past experience, are outweighed by the applicant’s ability to pay, particularly since the amount and purpose of the “certain fee” are not specified.

In contrast, Anglo-American institutions of higher education go to great lengths to

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15 According to Article 19.2 of the ICCPR, “Everyone shall have the right to freedom of expression; this right shall include freedom to seek, receive, and impart information and ideas of all kinds, regardless of frontiers, either orally, in writing or in print, in the form of art, or through any other media of his choice.

16 Article 19.

17 Article 4.

18 Article 41.
specify the criteria and processes used in decision-making that affects students, particularly in regards to admissions. The admissions policies of most law schools in the United Kingdom identify subjects and examination scores necessary for entry into the study of law. Gaining admission into an American law school is a very competitive process, so their policies identify a number of factors that are considered such as the Law School Admissions Test (LSAT) scores, academic record, personal statement, and written recommendations from professors and employers.\(^\text{19}\) In any case, whatever the admissions requirements may be at a particular law school, some explanation of the relevant requirements is given so prospective students have a better understanding of the process and their chances for admission. The regulations should more fully develop and explain the admissions policy for both undergraduate and graduate students. A clearer and more transparent policy, which openly discusses the standards applicants must meet, can only enhance the integrity of the University of Tirana Law Faculty admissions process.

2. Other Academic Policies

a) General Structure of Degree Program

Article 3 of the regulations presents what may be viewed as a mission statement for the law faculty. However, while the activities listed give a general overview of the work of the law faculty, some important information is missing. For example, a description of the various degrees and diploma courses that are offered by the Faculty should be included. Also, the regulations should identify when the academic year begins and ends and specify the duration of each term. In addition, the regulations do not convey what constitutes the “full course of study” necessary for graduation.\(^\text{20}\) At the very least, Article 71 should specify what courses are compulsory for all students and provide a general overview of optional course offerings.

b) Examinations/Evaluation

Chapter 5 of the regulations describes the procedures governing the administration of exams. However, some provisions are confusing, while others lack detail. For example, Article 58 states that students cannot take two exams on the same day, but the regulations do not mention what a student must do if he or she is indeed scheduled to take more than one exam on a particular day. In addition, the regulations neglect to mention whether students have the right to review their exam papers or appeal a grade, both of which are common at European and American law schools. Also, Article 60’s two-day grade announcement deadline raises some concerns about the method of evaluating written examinations. In the United States, two days would not be regarded as a sufficient amount of time for instructors to thoroughly evaluate any substantial number of law school exams. Finally, it is commendable that the drafters included a formal process for students to protest a violation of the rules of exam administration, but the “fair” standard for invalidating an exam is too vague to be effective.\(^\text{21}\) In order to more fully protect the rights of students, Article 76 should be amended to include a more concrete explanation of the standard for invalidating an exam. In general, as with other portions of the regulations, the section on exams needs to be edited to more fully address the entire range of

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\(^\text{19}\) See Appendix G for samples of admissions policies.

\(^\text{20}\) Article 71.

\(^\text{21}\) Article 76.
issues that will likely arise in implementation.

c) Transfer Students

There appears to be an inconsistency in the way that transfer students receive credit for course work completed at other universities. Article 43 states that transfer students “must enroll for a full term.” This language suggests that the University of Tirana Law Faculty will not give advanced standing credit for courses taken at other universities, which is not the standard policy at most universities in Europe or the United States. On the other hand, the language of Article 69 implies that some advanced standing credit might be given. The drafters should, therefore, clarify this policy and give serious consideration to awarding academic credit for equivalent course work.

B. Discipline of Students

European and American law schools attach considerable importance to “promoting among law students the highest degree of honesty, integrity, and trustworthiness.”22 One way in which these institutions fulfill this objective is by adopting and utilizing student disciplinary codes that “require observance of high standards of personal integrity by each student and give notice of norms of conduct to be followed by members of the law school community.”23 These codes provide specific, detailed explanations of violations, procedures, sanctions, and the process of appeal.24

While Article 78 of the regulations lists some violations and sanctions, the overall disciplinary procedure is not explained fully enough to adequately protect the rights of students. First, the definition of a violation of the rules incorporates a vague “moral-ethical rules of society” standard that is subject to varying, and possibly conflicting, interpretations. Also, there is no explanation of who is responsible for determining and imposing sanctions less than dismissal from the law faculty. In addition, it is unclear if students have the right to appeal if they are found guilty of a violation. It is common practice in both the United Kingdom and the United States to give students the right of appeal. Therefore, in order to ensure that students receive some form of due process and protection from unjustified disciplinary action, Article 78 should be supplemented by a fully detailed disciplinary code. Along with a concrete list of violations and a full explanation of the disciplinary procedure, the drafters should consider adding a statement describing the overall objectives they seek to achieve with implementation of a comprehensive student discipline policy.

C. Freedom of Association

Article 74 of the regulations guarantees very specific rights to University of Tirana Law students, mostly in direct connection with the educational process. In contrast, most European and American law schools provide more general statements of students’ rights which guarantee free speech, free association, fair hearing, and the right not to be discriminated against on the basis

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22 Student Disciplinary Code, Georgetown University Law Center.
23 Rules of Professional Conduct for Law Students, The Catholic University of America Columbus School of Law.
24 See Appendix H for a sample student disciplinary code.
of race, gender, religion, sexual orientation, etc... Therefore, the precise language of Article 74 raises concerns about whether University of Tirana law students will enjoy the same rights as their counterparts at law schools in other countries. Moreover, Article 74’s implication that students cannot join political organizations may conflict with Articles 22\textsuperscript{25} and 46\textsuperscript{26} of the Albanian Constitution, Article 11 of the European Convention on Human Rights,\textsuperscript{27} and Article 22 of the International Covenant on Civil and Political Rights.\textsuperscript{28} Consequently, the drafters should consider amending Article 74 to remove the restriction on students becoming members of political associations in order to prevent the infringement on their fundamental freedoms as set forth by the Albanian Constitution and international law.\textsuperscript{29} Moreover, the drafters should seriously consider replacing Article 74’s specific, limited protection for students’ rights with a broader, more fully committed approach that delivers the rights guaranteed to students by both domestic and international law.

V. Conclusion

There is much of value in the Regulations of the University of Tirana Law Faculty. Most significantly, the drafters codified the functional structure of the law faculty and identified the basic rights of both students and staff members. However, the regulations should be revised in order to ensure the positive development of the law faculty. Moreover, looking to their European neighbors, the drafters should consider the implications of the Bologna Declaration, which is primarily concerned with promoting greater cooperation, harmonization, and integration over the entire European higher education system. A number of provisions of the regulations do not conform to common practice in other European law schools and would require substantial revisions to become compliant with their standards, particularly in regards to freedom of expression and association.

\textsuperscript{25} Article 22.1 of the Constitution provides, “Freedom of expression is guaranteed.”
\textsuperscript{26} Article 46.1 of the Constitution provides, “Everyone has the right to organize collectively for any lawful purpose.”
\textsuperscript{27} Article 11.1 of the ECHR provides, “Everyone has the right to freedom of peaceful assembly and to freedom of association with others, including the right to form and to join trade unions for the protection of his interests.”
\textsuperscript{28} Article 22.1 of the ICCPR, provides, “Everyone shall have the right of association with others, including the right to form and join trade unions for the protection of his interests.”
\textsuperscript{29} See Chapter 1, Article 17.2 of the Constitution.
Appendix A

Biographical Statements of Experts
Assessing the Regulations
Biographical Statements of Experts Assessing the Regulations

Professor William V. Dunlap

William V. Dunlap is a professor of law at the Quinnipiac University School of Law in Hamden, Connecticut, USA, and a former associate dean of the law school. He teaches American Constitutional Law and International Law and writes on maritime law and international humanitarian law. He is a former journalist.

Dr. Andrew Evans

Dr. Evans is a reader in European studies at Queen’s University of Belfast. Previously, he was a lecturer in law at Dundee University and Liverpool University and a visiting professor of law at Rovaniemi University and Umea University and of political science at Pepperdine University, Florence. He has taught courses on EC Law, Human Rights Law, Public International Law, and Comparative Law.

Dr. Evans was also a Jean Monnet Fellow in law and a Senior Research Fellow in economics at the European University Institute and a Council of Europe Fellow in Comparative Law. In addition, he has served as the editor of the Journal of International Banking Law, European Law Newsletter, and the Queen’s Papers on Europeanisation. Dr. Evans received his B.A. and L.L.B. from Cambridge University and a Ph.D. from Hull University.

Professor Jesse A. Goldner

Jesse Goldner is a professor of law at Saint Louis University School of Law where he previously served as the Associate dean for Academic Affairs and the Director for Center for Health Law Studies. He is also the Chairman of the Saint Louis University Institutional Review Board.

Professor Goldner is the co-author of the Journal of Health Law and the author of numerous publications dealing with health law and child abuse and neglect. He was recently appointed to the National Research Subjects Protection Accreditation Council.

He received an A.B. and a M.A. from Columbia University and his J.D. from Harvard Law School.

Dean James M. Klebba

James Klebba teaches at Loyola University New Orleans, where he is currently Dean and holds the Victor H. Schiro Endowed Professorship. He teaches courses in the areas of civil procedure, evidence, federal courts and comparative judicial systeProfessor In addition, he has lectured extensively in Eastern Europe and the former Soviet Union and is the Director of Loyola's Summer Legal Studies Program in Moscow and Budapest.

Dean Klebba has lectured widely on various subjects, most recently on American legal education, and has published extensively. His most recent books include Evidence Cases And
Problems (with Bracy, Raitt, Bodensteiner and Fremon) and Master Plan For The Red River Watershed In Louisiana, Water Rights and Water Law Section, Red River Development Council.

After graduating cum laude with a degree in Political Science from St. John’s University in Collegeville, Minnesota, Dean Klebba received his law degree from Harvard Law School in 1967. He worked with the Minneapolis firm of Dorsey and Whitney (formerly Dorsey, Marquart, Windhorst, West and Halladay) before pursuing a career in teaching.

Dean Irene Lynch Fannon

Irene Lynch Fannon is a professor in the Faculty of Law at University College Cork specializing in Corporate Law Theory and Comparative Labour Market Regulation. From 1999-2002, she served as the Head of the Department of Law and was elected Dean of the Faculty of Law for 2000-2002. Professor Lynch Fannon has also worked as an External Examiner for the University of Limerick and the National College of Ireland.

Professor Lynch Fannon is the author of numerous publications including Labour Law in Ireland and Lawyers and Unions – The Right to Freedom of Association in the Irish Constitution. She was awarded a Jean Monnet Fellowship at the Robert Schubert Centre for Advanced Studies, European University Institute for the upcoming academic year, which will provide the opportunity for her to conduct research on Europe after globalisation.

Professor Lynch Fannon received B.C.L. degrees from University College Dublin and Oxford University. She also received a S.J.D. from the University of Virginia where she was invited to join the adjunct faculty.

Professor James L. Murdoch

Professor Murdoch is a professor of public law at the University of Glasgow School of Law, where he previously served as Head of Department. He has also taught at the Universities of Mainz and Hamburg and was a professeur stagiaire with the Directorate of Human Rights of the Council of Europe in France.

Professor Murdoch has served on law assessment panels with the Quality Assessment Agency and the Scottish Higher Education Funding Council and is a regular participant in Council of Europe seminar program visits to Central and East European states. He has written extensively about human rights law and policing.

Professor Murdoch received his L.L.B. with Honours from the University of Glasgow and an L.L.M. from the University of California at Berkeley. He also received a B.A. and an M.A. in Educational Management from Open University.
Ben Novak

Ben Novak is the senior partner of the law firm of Novak, Stover & Furst of State College, Pennsylvania. He is experienced in the fields of education, bankruptcy, land use, and local government law.

Mr. Novak is a member of the Board of Trustees of the Pennsylvania State University and a member of the Panel of Trustees of the United States Bankruptcy Court. He has served as legal counsel to a multitude of local governments in Pennsylvania.

Mr. Novak received a Bachelor of Arts degree in Economics from the Pennsylvania State University in 1965 and a Juris Doctor degree from Georgetown University Law School in 1968. He served as an economist with the United States Department of Agriculture and subsequently as Assistant Dean of Students at the Pennsylvania State University. From 1968 to 1970, Mr. Novak served in the United States Army, achieving the rank of Captain in the infantry. He served a one-year tour of duty in Vietnam and was awarded the Bronze Star and the Vietnamese Medal of Honor.

Mr. Novak has traveled to Central Europe often and met with many leaders in education, business, and government.

Dean Paul O’Connor

Paul O’Connor received his legal education in University College Dublin (National University of Ireland) graduating with B.C.L. and L.L.M. degrees. He later qualified as a Barrister from the Honourable Society of King’s Inns Dublin. Subsequently, he studied law at the University of Pennsylvania where he obtained a Master’s degree and practiced briefly in Philadelphia before returning to Ireland. Dean O’Connor later renewed his acquaintance with the United States in 1986 as a Fulbright Fellow at the University of Michigan. He has lectured widely both in the United States and Europe and has a strong interest in legal education.

Following his time in Philadelphia, Dean O’Connor returned to Ireland to assume an academic position in the Faculty of Law at University College Dublin. In a teaching career spanning more than twenty years, he has specialized in teaching Criminal Law and Evidence. Dean O’Connor has also taught Family Law and the Legal System. Following a period as Associate Dean, he became Dean of the Faculty of Law at University College Dublin in 1991.

Professor Anthony J. Pagano

Anthony Pagano teaches at Golden Gate University School of Law, specializing in the area of family law. From 1988 to 1998, Professor Pagano also served as Dean. Previously, he practiced with the law firm of Morrison & Foerster and as assistant house counsel with the Crown Zellerbach Corporation.

Professor Pagano is a member of the State Bar Law School Council, the California Bar, and of the Board of Directors of Public Interest Clearinghouse and of the Blum Foundation. He
is the author of "Characterization and Division of Community Property" for the treatise Valuation and Distribution of Marital Property.

Professor Pagano received his J.D. with distinction from the University of Michigan.

Enrico Ruggiero

Enrico Ruggiero is the founding partner of the firm Enrico Ruggiero Studio Legale, which specializes in ADR, ODR, ICT law and the legal aspects of e-commerce. Mr. Ruggiero previously worked at the Law Faculty of the University of Genoa and served as an honorary judge on Italian civil and criminal trials. He has also been an arbiter in civil arbitrations.

Mr. Ruggiero is a member of the International Bar Association and the European Arbitration Court of Milan and Strasbourg. He is also a member of the IT Lawyers Circle, an association of Italian lawyers experienced in links between law and the Internet. In addition, he is an arbiter and mediator for various organizations including the Permanent Court of Arbitration attached to the Chamber of Commerce and Industry of Slovenia. Mr. Ruggiero is the author of several on-line publications, including the first on-line book on continental European ADR.

Mr. Ruggiero received his law degree from the University of Genoa in 1989. He later specialized in arbitration at the University of Milan and in mediation techniques at the Commerce Chamber of Genoa.

Professor Geoffrey R. Stone

Professor Stone is a Harry Kalven, Jr. Distinguished Professor of Law at the University of Chicago Law School. Professor Stone has taught courses in constitutional law, civil procedure, criminal procedure, evidence, contracts, and regulation of the competitive process. He previously served as Provost and dean of the law school.

Professor Stone has served as a member of: the American Law Institute, the Executive Committee of the Association of American Law Schools, and the Advisory Board of the Institute for Institutional and Legislative Policy at the Central European University. He is currently a member of the National Advisory Council of the American Civil Liberties Union and a Fellow of the American Academy of Arts and Sciences.

Professor Stone co-authored a casebook for the study of American constitutional law and written numerous articles dealing with freedom of speech and press, freedom of religion, and the Supreme Court. Currently, he is also co-editor of The Supreme Court Review.

Professor Stone graduated cum laude from the University of Chicago Law School where he served as editor-in-chief of the University of Chicago Law Review and was elected to membership in the Order of the Coif. Following graduation, he served as law clerk to Judge J. Skelly Wright of the U.S. Court of Appeals for the District of Columbia Circuit. Professor Stone then spent the next year as law clerk to Justice William J. Brennan Jr. of the Supreme Court of the United States.
Professor Roy T. Stuckey

Professor Stuckey is a professor of law at the University of South Carolina School of Law where he teaches professional skills, clinics, family law, and ethics. Currently, he is serving as director of the Nelson Mullins Riley and Scarborough Center on Professionalism at the law school. Professor Stuckey has taught as a visiting professor at the University of Santa Clara, the University of San Diego, the University of Utah, Vermont Law School, the University of Alabama, and the City Polytechnic of Hong Kong.

Professor Stuckey has been actively involved in CEELI activities since 1994. He served as a CEELI Legal Specialist in Slovakia and Croatia in 1995. He was one of the principal presenters during the CEELI-sponsored regional legal education workshop on practical legal education programs, held in Opatija, Croatia in 1998. Professor Stuckey is a graduate of Davidson College (1970) and the University of South Carolina School of Law (1973).

Professor James P. White

Professor White served as Consultant on Legal Education to the American Bar Association for 26 years before retiring in 2000. He continues to serve as Consultant Emeritus and represent the ABA in international legal education activities.

Since 1996, Professor White has taught courses in the legal profession and comparative law as a member of the faculty at Indiana University School of Law. Previously, he taught at the University of North Dakota School of Law, George Washington University National Law Center, and the University of Iowa College of Law. He is a life fellow of the American Bar Foundation, a life member of the Order of the Coif, and has received honorary degrees from numerous institutions.

Professor White received his J.D. from the University of Iowa and his L.L.M. from George Washington University.

Professor John Williams

John Williams is the Head of the Department of Law at The University of Wales. Professor Williams received an L.L.B. from Wales and Cantab. His areas of interest include social services law, family law, and health care law. Professor Williams is the author of *Law of Mental Health, Social Services Law,* and *The Children Act.*

Professor Richard S. Wirtz

Richard Wirtz is the E.E. Overton Distinguished Professor of Law at the University of Tennessee College of Law. He previously served as Associate Dean for Academic Affairs, Acting Dean and Dean of the College from 1992 to 1998.
Professor Wirtz is a member of the Curriculum Committee of the ABA Section of Legal Education and Admissions to the Bar and an Accreditation Team member of the ABA and the Association of American Law Schools. During 1999-2000, he taught law in Slovenia on a Fulbright Scholarship.

Professor Wirtz received his B.A. from Amherst College, a M.P.A. from Princeton University and a J.D. from Stanford University.
Appendix B

Sample Law School Organizational Charts
Appendix C

Sample Position Descriptions
Sample Law School Position Descriptions

A. Secretary, Student Life and Special Events
Columbus School of Law, Catholic University of America

**Essential Duties:** Provide secretarial support to the Office of Student Life and Special Events in the Columbus School of Law. Answer multi-line phone, greet visitors, respond to inquiries from students, faculty and visitors in a busy office. Process all mail and prepare general correspondences. Work with staff and caterers to set up and break down prior to and after special events. Maintain the student database and files. Some overtime required; other duties as assigned.

**Qualifications:** High School Diploma required, some college preferred. Must have at least 3 years of office experience and be computer literate. Familiarity with MS Word and Excel required. Must be familiar with general office equipment, be detail oriented, able to maintain confidentiality, and have good communication skills, written and verbal. Must be able to manage several tasks concurrently. Must be able to walk, kneel, stoop, push and pull carts, reach and lift up to 20 lbs.

B. Adjunct Faculty Positions in Legal Rhetoric
Washington College of Law, American University

This position will report to the Director of Legal Rhetoric and Writing. Legal Rhetoric: Writing and Research is a required two credit per semester graded first year course in the fundamental lawyering skills of legal analysis, reasoning, writing, research and basic advocacy. Classes can be scheduled outside normal office hours to accommodate the schedules of adjunct faculty members who are practicing lawyers.

1. Required qualifications and experience include: J.D. degree or equivalent; demonstrated excellence in legal research and writing skills; strong teamwork, interpersonal and oral and written communication skills; administrative skills and/or experience.

2. Desirable qualifications include: teaching, training, or supervisory experience.

3. Core responsibilities and duties include: teach legal research and writing in the two-credit, two-semester first-year Legal Rhetoric: Writing and Research Program to approximately 10-12 students per semester and carry out associated administrative tasks; conduct student conferences; assess and provide detailed, constructive feedback on student research and writing.

C. Dean
The Appalachian School of Law

The Dean is the chief academic officer of the law school and administers the educational program. Responsibilities include overseeing curricular planning and development; overseeing faculty hiring, promotion, retention, and tenure; supporting faculty teaching, service, scholarship,
and development; managing student services, including student recruitment, admissions, registration, financial aid, and counseling; effecting student retention, probation, and dismissal; managing career services; administering the academic budget; and representing the law school before accrediting agencies and other constituencies. The Dean reports to the President and to the Board of Trustees.

The successful candidate will be dedicated to the law school’s unique mission and will have the vision and leadership ability to continue the outstanding progress the law school has made during its first five years. A primary goal of the new Dean will be to guide the school to achieving full ABA approval. Candidates should have demonstrated competence in administration and teaching, an outstanding record of scholarly achievement, and commitment to diversity and collegiality. Lawyers with equivalent experience and success as proven leaders in the judiciary, government, private law practice, non-profit sector, or business are encouraged to apply.
Appendix D

Sample Grading Systems with Explanations
Sample Grading Systems with Explanations

A. Excerpts from Grading and Evaluation

Columbus School of Law, Catholic University of America

In the School of Law, grades in most courses are on a scale from 50 to 100 (except first-year courses starting with the Fall semester, 1999), as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>Outstanding</td>
</tr>
<tr>
<td>80-89</td>
<td>Very Good</td>
</tr>
<tr>
<td>70-79</td>
<td>General level of competent law school work</td>
</tr>
<tr>
<td>60-69</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>50-59</td>
<td>Failure; no academic or residence credit</td>
</tr>
</tbody>
</table>

Grades in all first-year courses starting with the Fall semester, 1999 will be on a letter-grade scale as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Exceptional</td>
</tr>
<tr>
<td>A, A-</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+, B, B-</td>
<td>Good</td>
</tr>
<tr>
<td>C+, C</td>
<td>Competent</td>
</tr>
<tr>
<td>C-, D</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
</tbody>
</table>

Letter-based grades will be converted to numerical values for the purposes of calculation of grade point average, to determine class rank and to determine academic status as follows: A+= 4.33; A= 4.0; A-= 3.67; B+= 3.33; B= 3.0; B-= 2.67; C+= 2.33; C= 2.0; C-= 1.67; D= 1.0; F= 0.

Some clinical courses, some simulation courses, and the Lawyering Skills courses are graded on a High Pass, Pass, Low Pass/Fail basis.

Good Standing
To remain in good standing, a student must:
a. maintain a cumulative average of 70 or 2.0, and
b. attain a semester average of at least 67 or 1.67 during each semester

A student whose cumulative average falls below 70 or 2.0, or who attains an average of less than 67 or 1.67 for any semester, is placed on probation.

B. Excerpts from Grade Point Average and Degree with Distinction

School of Law, University of Glasgow

(a) A candidate’s assessed performance in each course shall be expressed in terms of the following grades. The following grade points shall be awarded for the purposes of calculating a grade point average:
<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Descriptor</th>
<th>Grade points (per credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>16</td>
</tr>
<tr>
<td>B</td>
<td>Very Good</td>
<td>14</td>
</tr>
<tr>
<td>C</td>
<td>Good</td>
<td>12</td>
</tr>
<tr>
<td>D</td>
<td>Satisfactory</td>
<td>10</td>
</tr>
<tr>
<td>F</td>
<td>Poor</td>
<td>6</td>
</tr>
<tr>
<td>G</td>
<td>Very Poor</td>
<td>2</td>
</tr>
<tr>
<td>-</td>
<td>No course certificate</td>
<td>0</td>
</tr>
</tbody>
</table>

(b) The grade points awarded for performance in each course shall be the product of the grade points per credit and the credit value of that course. For example, an A grade in a 30 credit course shall be worth 480 grade points.

(c) The grade point average shall be: the sum of grade points awarded divided by the total number of credits accumulated

(h) The Ordinary degree may be awarded with distinction where the candidate has achieved a GPA of 14 or better.
Appendix E

Sample Appointment Procedures
Sample Appointment Procedures

Faculty of Law, University College Cork

ACADEMIC APPOINTMENT PROCEDURES
FOR PERMANENT PROFESSORIAL POSTS

INTRODUCTION

The position of Professor is the highest academic post within the University and has an important leadership role in regard to the development of the subject and its representation both inside and outside the University. The qualifications required for appointment to such a position should include:

- high academic distinction with the capacity to provide leadership in the development of the subject and in the promotion of teaching and research
- the capacity to represent effectively the subject and the department inside and outside the University
- the ability to act as head of department
- a willingness to participate in the overall life of the University

The following are the procedures for the filling of permanent PROFESSORIAL posts

1. Registrar’s Office advises, in writing, Human Resources of the vacancy(ies) to be filled, by the end of December

2. Human Resources [Academic Appointments Office] requests list of internal members of Search Committee(s) from Registrar’s Office. The Search Committee shall be appointed by Academic Council and shall comprise –

- the President (or his/her nominee) as Chairperson
- the Head/Acting Head or other senior member of Department nominated by relevant Faculty
- Dean of a relevant Faculty or Head of School
- Two Professors nominated by relevant Faculties, including one from a cognate area provided that not more than two members of a Search Committee are from the same Department and the Search Committee does not contain an intending applicant or former holder of the Professorship being filled
- The Vice President of Human Resources or his/her nominee. The Human Resources
representative will attend all Committee short-listing meetings. The Human Resources representative will also attend interviews. He/she shall also be available following interviews, if required to do so, to provide the Selection Committee with guidance to support candidate review and evaluation.

In the event of both sexes not being represented on the Selection Committee following the appointment of the External Assessors, the Search Committee, following consultation between the Chair of the Committee and the Deans of the relevant faculties, should determine an appropriate alternate for the non-departmental nominee of the faculties.

3. Human Resources [Academic Appointments Office] arranges a meeting of the Search Committee as soon as possible following notification of membership.

4. The responsibilities of the Search Committee shall be as follows:

- to oversee the promotion of the post including the provision to Human Resources [Academic Appointments Office] of advertisement in accordance with the Recruitment Advertising Policy including closing date, list of publications for its insertion, description of post, information on Department, person specification/selection criteria
- to interact with prospective candidates
- to consider the resources likely to be required by an incoming Professor and the level of such resources likely to be available
- to appoint two External Assessors following the shortlisting of candidates, following consultation with the Department and external advisers, as appropriate
- to provide Human Resources [Academic Appointments Office] with proposed interview dates (at least three) for External Assessors’ selection
- to assess and short-list candidates for interview

Search Committees shall include a Human Resources Representative to provide advice and support in the application of procedures and relevant legislation governing recruitment and selection as well as co-ordinating the selection process including short-listing and interviews.

The Search Committee should examine all aspects of a candidate’s qualifications for appointment with due consideration to the needs of the Department and the University.

5. On receipt of initial report of Search Committee, which should include all necessary documentation, Human Resources [Academic Appointments Office] advertises post.

6. Human Resources [Academic Appointments Office] contacts Search Committee to agree date for short-listing which should be carried out as soon as possible after the closing date.

7. Internal members of Search Committee meet to draw up a preliminary short-list candidates for interview.

8. This preliminary short-list should be forwarded to Human Resources [Academic Appointments Office] for forwarding to the two External Assessors, together with the
applications of all short-listed candidates for the post

9. The Search Committee, in consultation with the External Assessors, should consider any other candidates who might be invited to apply and added to the short-list.

10. Short-listed candidates shall be offered an opportunity to visit the relevant Department prior to interview to meet with the Search Committee and other relevant staff of the University to discuss the post, including its resource aspects and to indicate the type and level of resources expected if successful. This information should be taken into account by the Selection Committee in arriving at its final recommendation for appointment.

11. On finalisation of the short-list, a final report is sent to Human Resources [Academic Appointments Office] containing the names of those short-listed for interview, at least three possible interview dates and details of the Selection Committee which shall comprise –

   - The President (or his/her nominee) as Chairperson
   - The Head/Acting Head or other senior member of Department nominated by relevant Faculty (as on the search committee)
   - Dean of a relevant Faculty or Head of School (as on the search committee)
   - One of the two Professors nominated by relevant Faculties who acted on the search Committee for the post.
   - The two External Assessors
   - A member of the Governing Body who is not a member of the staff of the College and is appointed by the Governing Body*

*this member shall be nominated by Governing Body on approval of filling of post

The Vice President of Human Resources or his/her nominee shall also be in attendance.

12. Human Resources [Academic Appointments Office]
   - seeks referees’ reports on short-listed candidates. Members of the search and selection committee are vetoed from providing a reference with regard to a candidate who is being considered for appointment by that committee.
   - contacts the Dean of the relevant Faculty or Head of School if on the Search Committee to confirm arrangements for and details of seminar presentations for notification to candidates.

13. Human Resources [Academic Appointments Office] notifies short-listed candidates of interview date and advises them of the details of and arrangements for the seminars to be held on the preceding day (including subject and duration of the presentation). The practical housekeeping arrangements associated with the organisation of the seminar presentations will take place within the recruiting department. The Head/Acting Head of the relevant Department or alternate on the Selection Committee shall attend all seminars and brief the Selection Committee on same. The Dean of the relevant Faculty, or Head of School if on the Search Committee, provides candidates and Selection Committee members with details of the precise arrangements for seminars. Members of the relevant Department/Faculties as well
as members of Academic Council may attend seminars

14. Human Resources [Academic Appointments Office] notifies non short-listed candidates as soon as possible after short-list has been determined.

15. Human Resources [Academic Appointments Office] formally notifies Selection Committee of precise arrangements for meeting of Board to interview.

16. Human Resources Representative shall keep a record of the proceedings of the Board and a record of the rationale used to determine their final recommendation(s).

17. Following interviews, the Human Resources Representative on behalf of the Selection Committee forwards a report to Human Resources [Academic Appointments Office] on the candidate(s) recommended for appointment and their rank order for the President’s approval.

18. Following approval by the President, an offer of appointment, which should contain details of commencing salary, shall issue from the Director of Human Resources to the most preferred candidate. In the event of a candidate not accepting the appointment within the required period, an offer shall automatically issue to the next preferred candidate. Unsuccessful interviewees and alternate appointees are notified of the competition result as soon as possible following ratification of the Selection Committee’s report.

19. The name(s) of the appointed candidate(s) is communicated to the Governing Body, the Academic Council, the relevant Faculties and Department, and to the Executive Management Group.

June 2002
Appendix F

Sample Promotion and Tenure Procedures
Sample Promotion and Tenure Procedures

A. Procedure and Standards for Promotion and Tenure
   Saint Louis University School of Law

Preamble

This document establishes criteria for promotion and tenure for tenure-track faculty, types of evidence needed to support a case for promotion and tenure, and the process to be followed in a promotion or tenure case. In so doing this document interprets The Faculty Manual of Saint Louis University and applies its contents to the School of Law.

These procedures and standards are based on the long-standing practice, tradition, and character of Saint Louis University School of Law. The basic provisions and goals of the 1980 Resolution, as amended, on faculty governance, faculty appointments, faculty membership, faculty meetings and visitors are retained. The faculty reaffirms the primary role of its Personnel Committee in the decision-making process on promotion and tenure.

Introduction

Promotion in rank or the award of tenure requires that the candidate satisfy criteria of excellence in scholarship, teaching, collegiality and service. The weight to be accorded these various factors may vary according to individual contributions, but scholarship and teaching are primary.

It is expected that a law professor will engage in research in law and its institutions, and disseminate the results over an entire career. Research and scholarship advance knowledge, enhance teaching and improve the reputation of the law school. Activity showing a long-term commitment to scholarship should begin early in the candidate’s career.

Teaching and scholarship are inextricably linked. Both should reflect depth of research, high standards of accuracy, reflection and integrity, analytic precision, clarity in language and organization, and a spirit of healthy inquiry into the values and assumptions that underpin law and society.

The burden is on the candidate under consideration to demonstrate that the criteria for promotion or tenure have been fully met.

Definitions

The “candidate” is, depending on the context, either:

A full time, tenure-track Assistant Professor or Associate Professor or a Professor of Law without tenure, or

* This document applies to tenure-track faculty whose duties are primarily instructional and not necessarily to those appointed to the position of Dean or Director of the Law Library.
A tenured Associate Professor of Law seeking promotion to the rank of Professor of Law

The “Personnel Committee” consists of all full time tenured full professors at Saint Louis University School of Law in residence and those not in residence but present at a meeting.

The Dean shall appoint the “Chair” of the Personnel Committee from the membership of that committee.

Eligibility

The expectation is that a candidate will be considered for tenure in the fall of his or her fifth academic year. Exceptionally, a candidate may be considered for tenure before this time, but no earlier than the fall of the candidate’s fourth year of tenure-track teaching at Saint Louis University School of Law.

The ordinary expectation is that a candidate will be considered by the Personnel Committee for promotion to the rank of Professor not earlier than during the second year he/she holds the rank of tenured Associate Professor at Saint Louis University School of Law.

Leaves of absence and other interruptions in service

A candidate who seeks an adjustment to the eligibility or time limits for tenure must apply to the Dean in writing.

The Dean shall grant an appropriate written adjustment of the eligibility or time limits for tenure on account of a leave of absence when such an adjustment is required by law or a University regulation, and requested in writing by the candidate. Such a request by a candidate may be made at any time prior to the expiration of the leave. As a member of a law faculty a candidate is presumed to have knowledge of his or her rights under law or under any University regulation. The Dean shall notify the Personnel Committee of any such requests. The requirement of a written request for adjustment of eligibility or time limits may not be waived.

In cases of requests to the Dean for other leaves of absence or reduced teaching loads, a written request for an adjustment of eligibility or time limits for tenure must be submitted to the Dean concurrently with the application for the leave of absence or reduced teaching load. The Dean shall submit such a request to the Personnel Committee. The Personnel Committee shall make a determination on the request by majority vote of those members present at the meeting. The Personnel Committee shall communicate its decision to the candidate in writing.

A candidate who has served as a full-time, tenure-track faculty member at another ABA-approved law school, may be credited with years of service towards promotion or tenure upon the recommendation and approval of the Provost, Dean and Personnel Committee. Such credit must have been granted and reduced to writing at the time of the initial hiring of the candidate to a tenure-track position.

Procedures for Review, Promotion and Tenure

Meetings of the Personnel Committee
The progress of untenured candidates ordinarily shall be evaluated at a meeting of the Personnel Committee towards the end of each spring semester.

The applications of candidates for promotion or tenure ordinarily shall be evaluated at a meeting of the Personnel Committee each fall semester.

The quorum for a meeting of the Personnel Committee shall be not less than 90% of all full-time tenured full professors at Saint Louis University School of Law excluding those who are both not in residence and not present at the meeting.

The decision on promotion or tenure is made by an affirmative vote of not less than two-thirds of the members of Personnel Committee present at the meeting.

All votes of the Personnel Committee shall be by open ballot.

Preparatory Matters

The Chair and the Dean shall meet with a candidate following notice from the candidate that he or she intends to apply for promotion or tenure.

The Chair shall administer the process of peer teaching evaluation (where applicable), examine the student evaluations of candidates, and orally report to the Personnel Committee regarding the faculty and student evaluations of a candidate.

The Personnel Committee by simple majority may vote to request specified members of the Personnel Committee to assist the Chair and/or the Personnel Committee. The responsibilities of the Chair and members of the Personnel Committee requested to assist the Chair are limited to the making of reports to the Personnel Committee. It is the responsibility of the Personnel Committee to make determinations as to a candidate’s fulfillment of the standards for tenure or promotion.

Upon receipt of a candidate’s application for promotion or tenure, the Dean shall notify the candidate of the date and time of the meeting of the Personnel Committee and the obligation of the candidate to cooperate with the Dean in the preparation of the candidate’s Dossier.

External Evaluation of Scholarship

In the case of applications for promotion or tenure, independent, external evaluations of a candidate’s scholarship are required.

After consultation with the candidate the Dean and Chair shall seek independent, external evaluations of a candidate’s scholarship. Such evaluation shall consist of written reviews of the work by two or more independent, external experts in a discipline which figures prominently in the item under review. Ordinarily, an expert shall be a tenured law professor.

Nothing in this procedure shall require the Dean or Chair to solicit an independent evaluation of a work that the Personnel Committee declines to classify as a “law review article (or equivalent) of high quality” by affirmative vote of a majority of the Personnel Committee.
The ultimate determination of the quality of a candidate’s scholarship is for the Personnel Committee.

Candidate Dossier

The Dean shall maintain a Dossier for each candidate.

A candidate’s Dossier shall include documentary evidence of the candidate’s progress toward tenure and/or promotion including, but not limited to, the following:

The candidate’s curriculum vitae;

The candidate’s annual reports to the Dean;

The candidate’s activity reports pursuant to the grant of summer research stipends;

Any correspondence between the candidate and the Dean or other member of the administration of the School of Law or the University related to the candidate’s promotion or tenure;

Evidence of research and scholarly activity and correspondence related thereto;

Evidence of service to the University, School of Law, the legal profession or the community;

In the case of a candidate applying for tenure, the peer evaluations of the candidate’s teaching;

The student evaluations of the candidate’s teaching; and

External evaluations of the candidate’s scholarship.

The Dean shall provide each candidate with reasonable access to his or her Dossier, allowing the candidate to review the file and submit additional items for inclusion in the file.

Notice

Prior to a candidate’s consideration for review, promotion or tenure by the Personnel Committee, the Chair shall notify each candidate of the scheduled evaluation.

Prior to a candidate’s consideration for review, promotion or tenure by the Personnel Committee, in timely fashion and once satisfied that a candidate’s Dossier is reasonably complete, the Chair shall notify each member of the Personnel Committee of the availability of the Dossier for confidential review.

The Chair shall notify in timely fashion any Associate Professor with tenure in residence of his or her right to speak at a meeting of the Personnel Committee held to consider a candidate’s promotion or tenure.

Annual Review

On an annual basis the Personnel Committee shall review the progress of each candidate towards
An untenured candidate will, towards the conclusion of his or her third academic year, be evaluated and advised of his or her progress towards tenure. At that time the Personnel Committee shall determine whether the candidate’s record reflects satisfactory progress towards tenure. Ordinarily, the Personnel Committee shall expect a candidate to have published (or had accepted for publication) one law review article (or equivalent) of high quality by the time of this review.

The Chair and Dean shall advise each candidate by joint letter of the Personnel Committee’s view of the candidate’s progress towards tenure. The letter shall include a summary of the Personnel Committee’s view of the candidate’s progress in each of the principal criteria for review and shall end with a clear summary statement of the Personnel Committee’s view of the progress of the candidate toward tenure. In the case of candidates in their third year of teaching this letter shall include the Personnel Committee’s conclusion that the candidate’s progress toward tenure is satisfactory or, if the Personnel Committee did not so conclude, shall specify each area or areas of deficiency and any remedial actions available to resolve the identified deficiencies.

Prior to finalizing the review letter, the Chair and Dean shall circulate a confidential draft of the letter for comment to three members of the Personnel Committee selected by the Personnel Committee for that purpose.

Tenure Determination

A candidate applies for tenure and, where appropriate, promotion by submitting to the Dean in a timely manner a letter of application.

At the beginning of the tenure meeting the Personnel Committee shall consider any oral statements from Associate Professors of Law with tenure. Thereafter only members of the Personnel Committee shall attend the meeting.

The basis for the tenure decision shall be the candidate’s Dossier, oral statements by Associate Professors with tenure and the oral statements of the members of the Personnel Committee at the meeting.

Promotion Determination

An Associate Professor with tenure may apply for promotion to the rank of Professor of Law by submitting to the Dean in a timely manner a letter of application indicating the candidate’s intention to apply for promotion to that rank.

The basis for the promotion decision shall be the candidate’s post-tenure Dossier and the oral statements of the members of the Personnel Committee at the meeting. Only members of the Personnel Committee shall attend the meeting.

Standards for Promotion of Assistant Professor (or untenured Associate Professor) to Rank of
Associate Professor with Tenure

In General

The principle underlying the tenure decision is that the candidate must demonstrate career-long commitments to excellence in scholarship and teaching. A recommendation of tenure should be made only if there is reason to believe that these commitments will continue.

Research and scholarship

The demonstration of commitment to scholarship has both quantitative and qualitative dimensions. The quantitative aspect requires a sufficient degree of productivity to demonstrate that the candidate will make regular contributions to the body of scholarship throughout his or her career. The qualitative aspect requires that the candidate’s scholarship make meaningful contributions to the relevant literature.

For the grant of tenure to a candidate before or during his or her fifth year of teaching the necessary commitment to scholarship primarily is demonstrated by the production of two law review articles (or equivalent) of high quality following the date of initial appointment to the faculty. The articles (or equivalent) must either be published or accepted for publication. Ordinarily, a writing referred to in paragraph VI.B.4, below, should be part of the candidate’s record so as to provide additional evidence of the candidate’s demonstration of commitment to scholarship.

For the grant of tenure to a candidate during his or her sixth year of teaching the necessary commitment to scholarship primarily is demonstrated by the production of three law review articles (or equivalent) of high quality following the date of initial appointment to the faculty. The articles (or equivalent) must either be published or accepted for publication. Ordinarily, a writing referred to in paragraph VI.B.4, below, should be part of the candidate’s record so as to provide additional evidence of the candidate’s demonstration of commitment to scholarship.

The candidate’s entire body of work such as speeches, presentations at academic or professional conferences, book reviews, commentaries, essays, and shorter or less analytical law review articles should provide evidence of the candidate’s commitment to scholarly work and professional growth.

The criteria for judging whether a law review article (or equivalent) is of high quality include the level of creativity, analytical rather than descriptive content, care and thoughtfulness of research, originality, level of contribution to the literature, the quality of journal or publisher and the reactions of peer reviewers. The committee recognizes that the definition of scholarship is dynamic and recognizes the academic freedom of faculty members to engage in non-traditional research.

When a candidate offers a scholarly product (either published or accepted for publication) as the equivalent of a law review article, she or he should be prepared to demonstrate that the substituted product reflects the same degree of originality, creativity, familiarity with the literature, intellectual inquiry and effort as a law review article of high quality, and is likely to be
used to advance knowledge and understanding of the law and its institutions.

Teaching

Education is the primary mission of the School of Law. To be granted tenure a candidate must possess a teaching ability of high quality with demonstrated proficiency and commitment.

Proficiency in teaching includes strong abilities of analysis and synthesis, interest in students and dedication to teaching, enthusiasm in the classroom, innovation and creativity, mastery of and expertise in the subject matter, careful preparation, effective organization, supervision and evaluation, and intellectually challenging presentation.

Commitment to teaching includes responsible performance of teaching-related administrative functions, observance of class time, and regular availability for consultation with students.

Service

Commensurate with the demands of teaching and scholarship a candidate for promotion and tenure should have demonstrated his or her involvement in the affairs of the School or University, the legal profession, the law teaching profession and in legal service to the community.

A faculty member is expected to serve the School and University through committee work and endeavor to improve the quality of the academic environment at the School.

Character and Collegiality

An inherent part of a law professor’s professional and academic responsibility involves mutual respect, collegiality, and courtesy to colleagues, students and staff and a commitment to the intellectual life of the School.

Standards for Promotion to Rank of Professor

In General

The promotion of a tenured faculty member holding the rank of Associate Professor to the rank of Professor of Law requires that the candidate has continued to satisfy the criteria of excellence in scholarship, teaching, collegiality and service required for tenure. A candidate for promotion to the rank of Professor of Law will have exhibited continuous professional growth and attained national recognition.

Research and scholarship

The candidate must have continued to demonstrate a commitment to scholarship.

For the promotion of an Associate Professor with tenure to the rank of Professor of Law during the second year the candidate holds the rank of tenured Associate Professor at Saint Louis University School of Law, the necessary commitment to scholarship primarily is demonstrated
by the production of a minimum of one law review article (or equivalent) of high quality. The article (or equivalent) must either be published or accepted for publication. Additional law review article(s) (or equivalent) of high quality may be expected of candidates who apply for promotion to the rank of Professor of Law after more than two years of teaching following the decision of the Personnel Committee on tenure.

In addition to the required law review article(s) (or equivalent) the candidate’s entire body of work such as speeches, presentations at academic or professional conferences, book reviews, commentaries, essays, and shorter or less analytical law review articles should provide evidence of the candidate’s commitment to scholarly work and professional growth.

The criteria for judging whether a law review article (or equivalent) is of high quality include the level of creativity, analytical rather than descriptive content, care and thoughtfulness of research, originality, level of contribution to the literature, the quality of journal or publisher and the reactions of peer reviewers. The committee recognizes that the definition of scholarship is dynamic and may vary and recognizes the academic freedom of faculty members to engage in non-traditional research.

When a candidate offers a scholarly product (either published or accepted for publication) as the equivalent of a law review article, she or he should be prepared to demonstrate that the substituted product reflects the same degree of originality, creativity, familiarity with the literature, intellectual inquiry and effort as a law review article of high quality, and is likely to be used to advance knowledge and understanding of the law and its institutions.

Teaching

A candidate for promotion to the rank of Professor of Law should have demonstrated positive professional development as a teacher.

Service

Ordinarily a candidate for promotion to Professor of Law should have demonstrated leadership qualities within the University, School, legal profession or law teaching profession commensurate with the demands of teaching and scholarship.

Non-renewal

After an annual review of a candidate’s progress or after a negative tenure decision, the Personnel Committee may decide to recommend the non-renewal of the candidate’s contract upon a motion duly made and seconded by at least three members of the Personnel Committee. A final decision regarding non-renewal shall be made by the affirmative vote of not less than two-thirds of the full tenured professors in residence or attending the meeting. If a recommendation of non-renewal is made, the Dean shall recommend to the Provost that the candidate be given a terminal, one-year contract.

Subject to paragraph A of this part or subject to the exception stated below in paragraph C, the contract of a candidate who is not recommended for tenure during his or her sixth year of full-
time teaching at the Saint Louis University Law School shall not be renewed beyond a one-year, terminal contract. In such case the Dean shall transmit to the members of the Personnel Committee copies of the letter to the Provost regarding the candidate’s terminal status prior to the expiration of the candidate’s sixth year of teaching.

The time of the final decision regarding the tenure of such candidate by the Personnel Committee shall be adjusted in accordance with section IV.D (“Leaves of absence and other interruptions in service”).

Faculty Hired other than at Rank of Assistant Professor

Grant of tenure and/or rank to faculty members initially hired in the rank of Associate or Full Professor shall be governed by an agreement in writing, made at the time of hire, between the Dean and the candidate upon approval of the Personnel Committee and ratified by the University Provost with regard to the time frame for any subsequent grant of tenure or promotion.

Termination

Other than nonrenewal of contract under Article VIII (Non-renewal), a candidate’s contract may be terminated for cause by a vote by the tenured faculty of not less than two-thirds of the tenured faculty in residence at a meeting called for that purpose.

Adopted by the Faculty of Law, March 8, 2001.

B. Excerpts from Academic Promotions and Establishment Scheme
Faculty of Law, University College Cork

A. INTRODUCTION

1. This document sets out the structure and general procedures of the Academic Promotions Scheme and the procedures for establishment in post. It relates to:

   (1) establishment in the grade of College Lecturer
   (2) progression across the bar in the grade of College Lecturer
   (3) establishment in the grade of Statutory Lecturer
   promotion from the grade of College Lecturer (above the bar) to the grade of Statutory Lecturer
   (4) promotion from the grade of Statutory Lecturer to the grade of Associate Professor
The Scheme is part of the College's academic staff development process and is administered on the context of the policy on equality of opportunity.

2. The establishment procedures are initiated by the Academic Appointments Office. Applications for progression across the bar are processed once a year. Applications for promotion to Statutory Lecturer and Associate Professor grades will normally be invited in alternate years.

B. OBJECTIVES

3. The overall objectives of the Scheme are as follows:

   (i) to promote on basis of performance and merit
   (ii) to operate procedures that are fair and thorough and are perceived to be such
   (iii) to ensure equity, as between different faculties, departments and disciplines
   (iv) to operate procedures expeditiously

In considering applications [for advancement], account will be taken of three broad areas of activity, viz.,

   Teaching and Examining
   Research and Scholarly Standing
   Contributions to Department, University and Community

and candidates are required to have performed satisfactorily under these headings. Elaboration of the criteria is set out in Appendix 1.

Appendix 1

ACADEMIC PROMOTIONS SCHEME

Promotion Criteria

The criteria for promotion set out in Paragraph 11 (and referred to in Paragraph 12) will be based on the detailed criteria below, assessed in the context of the capacity of each applicant to achieve within his/her departmental/disciplinary circumstances:

(a) TEACHING AND EXAMINING:
   (undergraduate, postgraduate and continuing education)

      effectiveness in communicating information, ideas and values;
      currency, breadth and depth of coverage;
development of teaching methods and materials;
course development;
postgraduate research supervision;
support and encouragement of postgraduate students;
accessibility to students;
availability for advising, discussing, and providing other assistance to students.

(b) RESEARCH AND SCHOLARLY STANDING:

active productive research;
presentation of papers at conferences and seminars;
publication, especially in books and refereed journals, national and international;
relevant professional achievement;
development of postgraduate research;
membership of professional associations;

(c) CONTRIBUTION TO DEPARTMENT, UNIVERSITY AND COMMUNITY:

administrative responsibilities in Department, Faculty or University;
departmental, faculty and University committee work;
contribution to external committees or bodies;
activity and success in competitive grant proposals;
involvement in innovative consultancy work, the funding of which flows through the University mechanisms (as opposed to consultancy for strictly personal gain);
success in generating funding for research or other academic activities from national or international sources;
organisation/attraction of seminars and conferences in relation to one's disciplinary expertise;
contribution to adult education;
contribution to continuing education;
contribution to community and public education;
contribution to student clubs and societies.
Appendix G

Admissions Policies
Sample Admissions Policies

A. Excerpt from Juris Doctor Admissions Information
Georgetown University Law Center

Only applicants who possess a baccalaureate degree from an accredited college or university are eligible for admission to the Law Center as candidates for the degree of Juris Doctor (JD), Juris Doctor/Master of Business Administration (JD/MBA), Juris Doctor/Master of Science in Foreign Service (JD/MSFS) Juris Doctor/Master of Public Health (JD/MPH), Juris Doctor/Master of Public Policy (JD/MPP), Juris Doctor/Master or Doctorate in Philosophy, or Juris Doctor/Doctorate in Government. Juris Doctor candidates may apply for admission to both the Full-time and Evening Division. Candidates for the JD/MSFS, JD/MBA, or JD/MPH programs may only apply to the full-time Division.

Evaluation Process

The Admissions Committee takes into consideration a number of factors in evaluating whether a candidate would be suitable for admission. These factors include whether the person is likely to succeed at Georgetown, would benefit from a legal education here, and could contribute to the Georgetown legal community. In making such determinations, the Committee focuses on a number of criteria and does not use numerical cut-offs. In addition to examining the applicant's LSAT score(s) and academic record, the Committee also considers the personal statement, letters of recommendations, choice of major, nature and difficulty of course selection, extracurricular activities, graduate work, contributions to the community and professional experience. The Law Center welcomes applications from students with disabilities and endeavors to meet their special needs.

B. Excerpt from Undergraduate and Postgraduate Entry Requirements

The University of Hull Law School

Undergraduate Entry Requirements [2002]

There is no expectation that students will have previously studied Law and the Law School recognises most A and AS level subjects for entrance purposes including General Studies. Applicants for Law with French Law & Language or Law with German Law & Language will require an B at A level or equivalent in the appropriate language.

1. Home/EU Students

LLB Law
ABB at A level or 320 points equivalent
LLB Law with French or German Law & Language
ABB at A level or 320 points equivalent
LLB Law with Philosophy
BBB at A level or 300 points equivalent
LLB Law and Politics
BBC at A level or 280 points equivalent
2. International Students

A Levels
Three grade Cs at A level or points equivalent

Canadian Senior Matriculation Diploma
English Language plus four approved subjects

International Baccalaureate
28 points with 15 at Higher Level

3. Mature Students

The Law School welcomes applications from mature applicants with non-conventional qualifications or from those studying A levels. Our minimum requirements may be modified according to each applicant's circumstances and experiences. Mature applicants will usually be offered an interview.

VI. Postgraduate Entry Requirements

A. Taught Degrees

For entry to taught LLM and MA programmes, candidates should normally have or be about to obtain a degree in law or a related discipline (eg politics or international relations) of first or second class standard or its equivalent. In some cases it may be necessary for international students to hold a relevant Masters degree. Further details can be obtained from British Council offices in the relevant country.

A first or second class law degree from an accredited institution (whether UK, US or equivalent) is a pre-requisite for the Dual LLM.

In order to be accepted for the MJur, applicants must meet the requirements for the LLM as above, but with no requirement for the subject area of their first degree. The MJur is designed for those who have a degree in a discipline other than law.

B. Research Degrees

For entry to an LLM by Research, MPhil or PhD programme, candidates would also be expected to have or be about to obtain a degree in law or an appropriate related discipline of first or second class standard or equivalent, or a relevant Masters degree, and be able to show suitable research potential.

C. Language Requirements

It will be necessary for those whose first language is not English to demonstrate proficiency in the English language at a score of at least 550 on the British Council TOEFL scale (213 on the computer-based test) or band 6.0 on the IELTS scale.
Appendix H

Sample Student Disciplinary Code
Sample Student Disciplinary Code
Georgetown University Law Center

Preamble
Students at the Georgetown University Law Center, as present and future members of a self-regulated profession, are required to conduct themselves with the highest degree of honesty, integrity and trustworthiness. Doubts about the propriety of particular conduct should be resolved in favor of avoiding even the appearance of impropriety. Each matriculating student is held to have notice of the high standard of conduct demanded by the Law Center. A student's failure to satisfy this standard of conduct in connection with academic or nonacademic activities subjects the student to sanctions under this disciplinary code. Jurisdiction is not limited to the territorial limits of the Law Center or to conduct which affects other members of the Law Center community. Allegations of minor misconduct are processed under the informal provisions of the code governing administrative violations. Allegations of more serious misconduct, involving a degree of moral offensiveness or untrustworthiness that may call into question a student's suitability for the practice of law, are processed under the more formal provisions of the code governing disciplinary violations. The code is administered by a student-faculty disciplinary committee that is guided in its interpretation and implementation by the code's overriding purpose of promoting among law students the highest degree of honesty, integrity and trustworthiness. If special circumstances so require, the Law Center may override the provisions of this code.

PART ONE: SUBSTANTIVE VIOLATIONS

§101 Standard of Conduct
Without regard to motive, intentional student conduct that is dishonest, evidences lack of integrity or trustworthiness, or may unfairly impinge upon the rights or privileges of members of the Law Center Community is prohibited[1].

§102 Administrative Violations
Prohibited conduct that does not evidence a serious lack of honesty, integrity or trustworthiness on the part of the student engaged in such conduct, constitutes an administrative violation, but does not constitute a disciplinary violation.

§103 Disciplinary Violations
Prohibited conduct that does evidence a serious lack of honesty, integrity or trustworthiness on the part of the student engaged in such conduct constitutes a disciplinary violation.

PART TWO: PROCEDURES

§201 General
a) The Professional Responsibility Committee shall oversee operation of the Student Disciplinary Code. It will be composed of faculty and students, and the Registrar and Ethics Counsel will be members ex officio. The Committee Chair will be responsible for creating panels from the faculty and student members of the committee to hear disciplinary charges. Each panel shall consist of two faculty members and one student; panels are authorized to act by majority vote.

b) The Ethics Counsel will be a member of the bar and an employee of the University, appointed by the Dean. The Ethics Counsel will investigate and resolve all administrative charges, and prosecute all disciplinary charges. In every case, the Ethics Counsel will act in accordance with fairness to the accused student, the need for accurate and prompt resolution of complaints, and the imperative for high standards
of honesty by Georgetown students. The Ethics Counsel is not prohibited from acting on information received from any source, including a student seeking advice. The Ethics Counsel should administer his or her duties with careful regard for the educative value of the Code and the rights of students.

c) All students charged with violating the Student Disciplinary Code shall have a right to counsel. Counsel will be appointed for the student by the Committee Chair from a list of faculty prepared to be defense counsel maintained by the Chair. The student may also be represented for free by any other full-time faculty member who agrees to do so. The student also retains the right to retain outside counsel of the student's own choice and at the student's own expense.

§202 Complaints
Complaints of student misconduct may be made by any member of the academic community. They should be filed with the Ethics Counsel, who will decide whether the complaint should be processed as an administrative or disciplinary charge. The Ethics Counsel is encouraged to consult with the Committee Chair in close cases and may not add new charges after a complaint is filed without the approval of the Chair.

§203 Administrative Charges
a) Administrative charges shall be promptly investigated by the Ethics Counsel, who has the authority to adjudicate the charge, either by dismissing it or by finding a violation and imposing an appropriate sanction. Before finding a violation, the Ethics Counsel must provide the student with notice of the charge and a fair opportunity informally to explain or defend his or her conduct. If, in the course of the investigation of the alleged administrative violation, the Ethics Counsel wishes to speak to the student, the student must be advised of the right to counsel.

b) The Ethics Counsel shall provide a written report to the Associate Dean for the JD or Graduate Programs, as appropriate, explaining the disposition of each administrative charge, including dismissals. Such reports should not become part of any official student record, nor should they fall within the scope of outside requests for disciplinary information about particular students[2].

§204 Disciplinary Charges
a) Disciplinary charges shall be promptly investigated by the Ethics Counsel, who may dismiss the charges, reach an agreed disposition with the student, or prosecute the charges before a hearing panel. If, in the course of the investigation of the alleged disciplinary violation, the Ethics Counsel wishes to speak to the student, the student must first be advised of the right to counsel.

b) If the Ethics Counsel does not dismiss a disciplinary charge, the Ethics Counsel must promptly notify the student of the pendency of the charge and advise him or her of the right to counsel. The right to counsel attaches at this stage.

c) If the Ethics Counsel dismisses the charge, the Ethics Counsel shall submit a brief written report to the Committee Chair and responsible Associate Dean, describing the complaint and the reason for the dismissal.

d) If the Ethics Counsel and the student agree to a disposition of the charge, it must be memorialized in writing and submitted to the Committee Chair for approval or rejection. The Ethics Counsel shall report approved dispositions to the responsible Associate Dean. In cases in which the Committee Chair rejects the disposition, the matter shall be referred to a hearing panel.

e) If the Ethics Counsel prosecutes a charge before a disciplinary panel, the Ethics Counsel must present a written complaint to the Committee Chair and to the charged student. The panel must conduct a fair
hearing and decide the complaint only upon the evidence presented. However, formal rules of evidence will not apply and procedural irregularities should be considered only when they result in actual prejudice[3]. The hearing panel may acquit the student, or find the student guilty of a disciplinary or administrative violation and impose an appropriate sanction. The hearing panel may convict only upon clear and convincing evidence of a violation. The hearing panel should submit to the Committee Chair and responsible Associate Dean a brief written report explaining its disposition. Convictions and approved dispositions of disciplinary charges normally become part of the student's official record. Disciplinary charges resulting in acquittals should not appear in a student's official record.

PART THREE: APPEALS

§301 General
Only appeals from final dispositions are permitted. No appeals from agreed dispositions approved by a hearing panel are permitted.

§302 Administrative Appeals
Within 15 calendar days of the Ethics Counsel's finding of an administrative violation, a student may seek discretionary appeal to the Committee Chair by written notice to the Registrar as outlined in §304. An appeal may be taken only on the grounds that the penalty is disproportionately severe to those imposed on other students for similar conduct.

§303 Disciplinary Appeals
Within 15 calendar days after a hearing panel decides a disciplinary charge, either party may appeal in writing to the full Professional Responsibility Committee. If an appeal is lodged, the other party shall be notified and given 10 days to file a written response. The Committee may hear from the parties in person at its discretion. The only grounds for appeal are a serious misreading of the disciplinary code, gross insufficiency of the evidence, or a gross impropriety that tainted the proceedings.

§304 Procedure for Filing an Appeal
The only written document that will be required for all appeals will be a written notice indicating the date the appeal is filed with the Registrar, the ruling being appealed, the discipline code authority for the appeal and the entity or person to whom the appeal is taken. The Registrar shall notify the Ethics Counsel, the Committee Chair and the reviewing entity of the pendency of the appeal. Appeals shall be presented orally with written presentations used to the extent practicable. Appeals shall be heard as promptly as possible consistent with protecting the rights of the charged student.

§305 Advisory Opinions
If the Ethics Counsel or the chairperson is uncertain whether charged conduct, if proven, constitutes a serious offense, he or she may ask for an advisory opinion from the full committee. The ex parte ruling shall control the charging process and the track determination.

PART FOUR: SANCTIONS

§401 General
Sanctions shall be appropriate to the nature and severity of the violations to which they attach[4]. When possible, sanctions should seek to educate the student about the nature and importance of honesty and mutual respect. Community service may constitute all or part of any sanction.

§402 Administrative Sanctions
The Ethics Counsel may establish, in consultation with the Associate Deans, schedules of grade reductions and/or community service for administrative violations other than late submission of take-
home exams. Late submission of take-home exams will be subject to the following penalty scale: Take-home exams that are submitted from 6 to 15 minutes late will receive a one-step grade reduction (e.g., from A to A-); exams submitted 16 to 30 minutes late will receive a two-step reduction (e.g., from A to B+); exams submitted 31 to 45 minutes late will receive a three-step reduction (e.g., from A to B); exams submitted 46 to 60 minutes late will receive a four-step reduction (e.g., from A to B-); if an exam is submitted over 60 minutes late the student will receive a D in the course if the instructor determines that the exam is entitled to a passing grade. Under this scale, there is a 5 minute grace period, and the maximum reduction for any late exam that receives a passing grade will be a D. There will be no deviation from this scale except in the case of bona fide, documented medical or other emergencies to be determined by the Dean or delegated Associate Dean.

§403 Disciplinary Sanctions
Any appropriate sanction may be imposed for a disciplinary violation, including expulsion, suspension, failing grades, and transcript notation.

PART FIVE: CONFIDENTIALITY AND REPORTING

§501 Confidentiality
Confidentiality shall be maintained with respect to all proceedings under this code, except that students charged with disciplinary violations have a right to a public hearing if they so desire.

§502 Central Reporting
Notwithstanding the requirement of confidentiality, convictions involving suspension or expulsion may, to the extent permitted by law, be reported to a central collection service such as the Law School Data Assembly Service for use by other schools.

§503 Publication
The disciplinary committee shall publicize, without identifying details, the results of its disciplinary proceedings. In addition, each year the disciplinary committee shall publish, in summary form and without identifying details, a report disclosing the number of cases handled during the previous year, and the nature and disposition of each case. Copies of reports and memoranda issued by the committee are available for inspection by students from the Office of the Registrar and the library.

APPENDIX: PLAGIARISM
Every law student must grasp the overriding importance of scrupulous honesty in the study and practice of law. In the presentation of written work, such honesty is the soul of academic integrity and, for the lawyer, at the heart of credible and effective assistance of counsel. The damage to reputation (and to a cause) which springs from deceit in the presentation of ideas will commonly prove both devastating and enduring. One becomes known as untruthful, or at least untrustworthy, and in either case careless of the rights of others. These are contingencies devoutly to be avoided.

This notion of deceit is not easily translated into an all-inclusive description of plagiarism. The Law Center, therefore, has not attempted a definition so meticulously crafted as to be worthy of inclusion in a criminal code. But surely some central propositions are declarable, and understandable, and no student can fail to be aware of the broad thrust of the notion that the work of others must never be claimed as one's own.

Here are several of those propositions. The use of another's work typically takes the form of either a direct quotation, where the other author's exact words are used, or a paraphrasing, where the true author's ideas or language are recast in the words of the borrower. Both these forms require that he or she who thus uses
the work of another person give adequate credit to that person. Perhaps as important as the fact that the credit is given is the manner in which it is given. Where exact words are used, they must be designated as a quotation (quotation marks or indentation) and footnoted in the obligatory form, identifying source and precise page of location. Similar attribution is called for in the use of charts, tables, diagrams, and like presentations of rather more visual evidence, when originated by someone else. Paraphrasing too demands that the paraphraser candidly and fully account for the derivation of that which the paraphraser has reworded. As a general proposition, prolonged paraphrasing is to be discouraged, but when lengthy paraphrasing does occur the true source is not sufficiently cited when it is cited only at the end, and generally. The rule should rather be that each discreet subportion of the material thus used receive its own recognition, in quite precise form, including page citation.

Of course, matters of general knowledge, and terms so commonly employed as to have entered the public domain need not be footnoted[5], just as this brief essay does not footnote the widely recognized truths appearing in the foregoing lines. But we strongly agree that, in any case involving the slightest doubt, you will be better served to grant rather than to withhold recognition of your dependency on the work of another. Attributions that are arguably unnecessary in these marginal instances will at the very least direct the reader to material which could be useful, and so advance the possibility for learning.

Finally, note that plagiarism can be said to have occurred without any affirmative showing that the student's use of another's work was intentional. Intent is presumed in any disciplinary case where the source of the material is both plain and unattributed. It will be for the affected student to demonstrate that the copying or restatement was, in any such case, innocent.

Forewarned is forearmed (no citation needed).

ENDNOTES

[1] The fact that conduct is negligent or motivated by a benign purpose does not preclude that conduct from being intentional, as long as the student intended the act upon which the charge is based. Unintentional acts that nevertheless result in unfairness do not come within the scope of this code but, rather, are handled by the dean and the Law Center administration. Nonexhaustive examples of prohibited conduct include: plagiarism (see Appendix: Plagiarism), cheating or assisting another student to cheat in connection with an examination or assignment; unauthorized breach of anonymity in connection with a blind-graded examination; possession or use of unauthorized materials in connection with an examination or assignment; failure to follow the instructions given for an examination or assignment, such as unauthorized communication with other students, possession or use of unauthorized material, or failure to stop work at the prescribed time; receiving, providing, requesting or offering to provide unauthorized information concerning a deferred examination or assignment; unauthorized use of another student's work; unauthorized use of a student's own work for multiple purposes; unauthorized use, concealment or removal of library books or other University property; and neglect or abuse with respect to a clinic client.

Prohibited conduct also includes: misrepresentation in connection with an application for admission to the Law Center or for financial aid; misrepresentation in connection with a Law Center course, assignment, or competition; and misrepresentation on a transcript, or in connection with an application for employment or bar admission. Misrepresentation includes submitting a resume which lists journal membership without specifying a date of termination, if the student or graduate resigned or was suspended from the journal. The code prohibits the use, transfer, possession and/or sale of illegal drugs on campus. In addition, conduct that may be independently illegal, for example, theft, destruction or mutilation of property, assault, sexual harassment, and sexual assault, is also prohibited by the code to the extent that it interferes with the rights and privileges
of members of the Law Center community or it calls into question the student's suitability to the practice of law.

The code also prohibits unauthorized refusal to cooperate with the disciplinary committee; failure to maintain required confidentiality in connection with administrative or disciplinary proceedings; failure to comply with an administrative or disciplinary sanction; and attempting or conspiring to commit an act prohibited by the code. The examples are provided by way of illustration only. Whether or not particular conduct is prohibited is determined by the standard of conduct imposed under §101, not by whether it falls within the scope of the foregoing nonexhaustive examples.

[2] The Law Center does not have complete control over what information will be called for by bar admission's character committees and others outside the institution. The Law Center will, however, consistent with its obligation for candor, seek to prevent administrative violations from becoming a permanent stain on a student's record.

[3] Charged students shall be accorded the basic components of procedural fairness, including a copy of the complaint, advance notice of the identities of adverse witnesses, the right to present relevant evidence, the right to cross-examine adverse witnesses, the right to forego a hearing by admitting guilt, the right to admit guilt but nevertheless appeal jurisdiction or sanction, the right to request a particular sanction, and the right to place in the record the student's own comment on committee action.

[4] A nonexhaustive list of authorized sanctions, in order of increasing severity includes: warning; reprimand; probation, with or without conditions such as counseling; additional work such as writing extra papers, or accumulating extra credits in order to graduate; grade or credit reduction; imposition of a failing grade; suspension with or without automatic reinstatement; expulsion; and withdrawal of a degree. Administrative and disciplinary officials are encouraged to formulate additional sanctions appropriate to particular violations. When authorized, transcript notation may be required to satisfy the Law Center's obligation of candor to those outside the Law Center community. Accordingly, transcript notation can accompany both mild and severe sanctions, or it can be imposed as a sanction in and of itself.

Appendix I

Internal Regulations of Tirana Law Faculty
Republic of Albania  
University of Tirana  

Faculty of Law

Pursuant to Law No. 8461 dated December 12, 1999, “For University Education in the Republic of Albania,” and the Statute and Regulation of the University of Tirana dated June 2, 2000, the Rector of the University of Tirana, based on Article 29/4 of the Law for the University Education, approves the following Regulations:

Chapter 1  
General Provisions

Article 1

The Faculty of Law is an educational-scientific unit of the University of Tirana aiming to prepare lawyers at university education level and further the development of juridical sciences. The Faculty of Law was founded in September of 1954 as a High Legal Institute, and in 1957 became part of the University of Tirana. Since then, it has been reorganized by certain legal acts.

Article 2

All the educational-scientific activity of the Faculty of Law of the UT (University of Tirana) is based on Law No. 8461, dated December 12, 1999, “For the University Education in the Republic of Albania,” and on this Statute and Regulation of the University of Tirana approved on June 2, 2000, as well as on the other legal and sub-legal acts regulating university education in the Republic of Albania.

Article 3

The Faculty of Law is in charge of:
1. Preparing highly qualified specialists in the legal sciences’ domain (lawyers) with contemporary academic education,
2. Performing studies and research in the field of legal sciences,
3. Offering post-graduate education to highly qualified specialists, specifically through the faculty’s organization of advanced post-graduate studies (ASG), as well as through providing tutoring and preparing PHDs,
4. Performing professional qualification and re-qualification of lawyers already working in different institutions of the judicial system and of those who work at state administration institutions, through the Magistrates’ School.
Article 4

The teaching and research staff of the Faculty of Law enjoys academic freedom in both teaching and research process, with respect for their variety of opinions, ideas and methods, as well as guaranteeing the free, critical and creative development of the teaching methodology and of research. The academic freedom is exercised in compliance with the plans and academic programs drafted and approved by the relevant authorities of the University of Tirana.

Article 5

The Faculty of Law enjoys university autonomy expressed in these provisions:
- Elects its governing bodies of faculties and departments
- Appoints authorities according to the law and election regulations
- Approves the regulations of component units of the faculty
- Reviews the lesson plans and proposes changes to the Senate of UT
- Approves the school curricula of subjects
- Establishes relations with other universities in the framework of university agreements
- Enjoys the right to be a member of national and international organizations and associations of legal universities
- Enjoys the right to collaborate with national and foreign foundations supporting legal education development.
- Enjoys the right to select academic and non-academic staff
- Enjoys the right to use the land, buildings and other properties granted by the state or other donors according to the legislation in force
- Financially supported by the state’s budget
- Enjoys the right to create and use the income generated by its activity in accordance with the legislation in force

Funds for scientific research in the faculty are determined by a special invoice and administered by this institution in accordance with the relevant legal provisions.

Article 6

All the premises of the Faculty of Law as part of the UT (buildings, land) are inviolable. This implies prohibition of interference of any physical person or legal entity, state or private, forbiddance of interference by central or local government without permission and demand of the Rector or authorized representative. Intervention of public order forces may occur without Rector’s permission as an exception in cases of a flagrant crime or a criminal act against somebody’s life as well as in cases of a natural disaster.

Article 7

Apart from education and scientific research, the Faculty of Law may perform economic
activities with financial gains in advocacy, legal counseling, and legislative drafting, as well as in other areas related with the practical application of teaching and scientific research.

Chapter 2
Organization and Management of Faculty

Article 8

The Faculty of Law is an educational-scientific unit of the university covering the juridical sciences.

Article 9

The faculty is comprised of departments, which are its basic essential education-scientific units. A department is comprised of several scientific branches of teaching and scientific research.

Article 10

The faculty consists of three departments and six sections:
1. Department of Public Law (Section of Theoretical Subjects and History of Law and Section of Constitutional Law and International law).
2. Department of Civil Law (Section of Civil Law and Section of Other Special Civil Disciplines).
3. Department of Criminal Law (Section of Criminal Law and Section of Penology and Criminology).

Article 11

The units of administration are:
1. Secretary
2. Offices of Dean’s Secretary, Protocol and Staff
3. Finance Office
4. Office of Administration Specialist and Archive
5. Office of Typewriting and Faculty’s Storage
6. Service of Facilities Maintenance and Security
7. Faculty’s Library

Article 12

The governing authorities of the Faculty of Law are the Dean and the Heads of Departments.
Article 13

Faculty’s Council

The Faculty’s Council is an elected superior collegial body of the Faculty of Law, which makes decisions related to the most important issues in educational and scientific areas, scientific research and financial and administrative areas. The Council consists of seventeen members (11 full time professors, the Faculty’s Chancellor, a person elected by the faculty’s administration, two students and two adjunct professors of the faculty). The Composition and election procedures are provided in legal provisions and bylaws on elections at the UT. A member’s term is 3 years. Manner of calling meetings, voting and all the other related procedures, are defined in the Internal Regulation of the Faculty’s Scientific Council. The mandate of a member of the Faculty’s Council expires as in the case of the mandate of a Senate Member, which is provided for in the Tirana University Statute.

The Faculty’s Council is chaired by the Dean, and exercises the following competencies:
1. Elects the Dean of the Faculty
2. Elects representatives in the Senate
3. Proposes to the Senate directions of future development of the Faculty.
4. Proposes to the Rector the establishing of relations with other countries’ universities, and establishing membership of national and international associations that show interest in the teaching and scientific process
5. Proposes to the Senate opening of other areas of study, other departments, and other units within the Faculty structure, and opening of post-graduate schools and courses
6. Examines the Regulation of the Faculty and submits it to the Rector for approval
7. Examines lesson plans and proposes changes to the Senate
8. Examines departments’ proposals for issuing of scientific titles to the teaching personnel and makes the relevant decisions according to the rules

Article 14

Dean of Faculty

The Dean is the highest authority of the Faculty. He manages the teaching and scientific work and must have the title, “PROFESSOR.” He is appointed by the Rector of Tirana University, based upon the nomination of the faculty’s Council for a three-year term, for not more than two consecutive terms. He represents the faculty in relations with third parties. He organizes the admission exam in the faculty, and presides over the relevant commission and announces the winners of these admission exams. He approves the internal regulations of the constitutive departments of the faculty. He is in-charge of post-graduate schools and courses. He proposes candidates for vice dean and chancellor of the faculty to the Rector. He appoints the chiefs of the departments as well as the chiefs of sections based on proposals of the chiefs of departments. He appoints the teaching and scientific staff, administrative and technical staff, and signs contracts with external teaching and scientific staff. He approves members and the chiefs of admission exam commissions, final exams and commissions of diplomas.
He approves the admission exams, final exams and diplomas’ tests.
He calls meetings not less than twice a month with the chiefs of departments and not less than once a month with the chiefs of sections.
He signs for the Faculty’s incoming correspondence and according to its nature delegates it to either the vice-dean or chancellor.
He signs acts or other official letters on behalf of the faculty and authorizes the vice-dean or the chancellor to sign in his absence.
He rules regarding the expulsion from the Law Faculty undergraduate or post-graduate students in cases provided for in the Regulations of the Faculty.
When the chief of a department, by his actions, repeatedly violates legal acts or by-laws, the statute and the regulations of the University, the dean calls for early elections for the new chief, after consulting with the Department.

Article 15
Vice Dean

Deals with the teaching and research.
Organizes and supervises the teaching and research work.
Attends the application of lesson plans and teachings programs.
Organizes and supervises the work for post-graduate education studies and short term specialization.
Follows up the scientific co-operation of the faculty units with scientific and research institutions, as well as with other universities.
Monitors the progress of the scientific work and of the PHD process.
Prepares the chronological draft agenda pertaining to teaching process and submits it to the Dean for approval.
Guides the preparation of lesson and exam agenda and follows their application. Ensures the proper completion of the administrative documentation by the secretary.

Article 16
Chancellor

The Rector of the University of Tirana appoints the Chancellor of the Faculty, based on the proposal of the Dean of Faculty, who is in charge of the administrative and economic progress of the Faculty.
The Chancellor is a specialist in economy, preferably finance and has extensive experience in organizational matters.
The Chancellor oversees the economic and administrative activity at Faculty level. He organizes and follows up on the planning and application of the governmental budget.
He organizes the completion of studies for the prospective development of the Faculty in the areas that it covers.
He compiles projects for the organizational structure and analytical organs of the administrative units of the Faculty.
He is in charge of the internal financial auditing.
He is the chair of the investment and raw material purchase commissions. He represents the Law Faculty, on behalf of the Dean, in financial transactions with the Albanian State Bank as well as in all contractual relations with third parties, in connection with the scope of activities that he covers.

**Article 17**

**Chief of Department**

He supervises the work for the drafting of the lesson plans covered by the Department and follows up to ensure their appropriate application.

He follows up and supervises the scientific activity of the Department in compliance with its annual workplan.

He organizes department meetings not less than once in two weeks.

He calls business meetings with the chiefs of divisions at least twice a month.

He keeps the documentation of the academic and scientific activity of the department members after they have been reported in the annual analysis, from which the members are periodically assessed.

He supervises the work of drafting the post-graduate programs in the Department, follows up on its activities.

He establishes the post-university exam commissions for the subjects covered by the Department.

Based on the opinions of the Department and his council members, he defines the specific criteria for the hiring of new teaching and research staff, proposes to the Dean’s office the announcement of the competition, and the candidates for the file assessment commission.

Coordinates the division of the teaching loads among the sections according to the rules and guideline of the Ministry of Education and Science and of the Rectorate.

**Article 18**

**Chief of Division**

The Chief of Division is appointed by the Dean according to nominations made in the Department for a three-year term.

He plans and supervises the teaching and scientific performance of the members of the division.

He organizes the division’s meetings not less than once a month. He drafts the annual reports on the progress of the educational scientific process reflecting the division opinions and submits it to the Chief of Department. He organizes the drafting of course outlines covered by the division and submits it to the department for review.

He completes and signs the description of the teaching load of the division.

He prepares the reports as required by the Chief of Department.

He informs the Chief of Department of absences in the teaching process during the academic year as well as of the cases of violation of rules of discipline.

He is responsible for the transparency of the activities of the division he is in charge of.
Article 19

Educational-Scientific Servant

The internal educational-scientific servant of the faculty is selected by competition. The specific criteria of this competition is proposed by the relevant department and approved by the dean. The selected candidate is hired on a fix-term contract of six months to a year. Both the Dean and the employee sign the contract. The employees that do not have scientific titles can be hired only on the basis of fixed-term contracts not longer than one year, which can be reviewed. The external teaching staff is proposed by the department according to its needs and it is approved by the dean. The external teaching staff is admitted in the teaching process on the basis of bilateral agreements and the guidelines of Ministry of Education and Science. The internal teaching staff of the faculty must be occupied at least up to the minimal limit of the teaching and research workload. The teaching and research staff enjoys academic liberty in teaching. This academic liberty is exercised according to the plans and lesson programs drafted and approved by the relevant instances. The teaching and research staff respects the everyday working hours from 8.00-13.00. As for the working time regarding the afternoon sessions (lecture, seminar), the relevant solutions are made by the Dean according to the Labor Code, and based on the chiefs of the departments’ reports.

Article 20

Secretary of Department

The Secretary of Department administrates the documentation. He/she makes the arrangements for meetings and educational and editing activities. He/she types letters and the written materials of the department. She informs the students on academic issues. She is provided with stationery and other materials. She is introduced to the content of the regulatory acts and orders issued by the Dean’s Office and is appointed with tasks by the Chief of the Department, and follows up to ensure their realization and implementation by the deadlines. She files the documentation, personal files containing the educational scientific and editing work of the professors, CV-s, and their teaching agendas for both the full-time and the correspondence students. She receives the students’ complaint regarding grading of their exams. She announces the diploma thesis approved by the department and accepts the students’ requests for the thesis within deadlines. After presentation, the diploma research becomes part of the departments’ archive. She announces the course writing assignments. She fills out the forms for the annual and semester teaching loads of the professors. At the end of the year, she makes the analysis of the realization of the annual teaching plan (by filling out the relevant forms). Every thirteen days prepares the teachers’ attendance at work and then forwards it to the finance
She coordinates the work of the academic secretary with the teachers of the Department providing them with the students’ exam papers.
She makes public the exam results.
She follows up the teaching process regarding the departments’ subjects.
She announces the participants of meetings, seminars, and activities organized by the department and takes measures for the normal development at the appointed time and place.
She keeps the minutes of the departments’ meetings; keeps record on the diploma thesis the scientific title presentations.
She keeps the addresses and phone numbers of every professor of the department.
She types the various papers of the department, court outlines, teachers’ handouts, and the test forms regarding the subjects covered by the department.
She informs the students regarding grades and responds to their complaints.
She provides the teachers with their teaching agendas and the scientific and editing work forms.
She provides the students with their course outlines upon requests.

**Article 21**

**Laboratory Technician of Criminology Laboratory**

Maintains the laboratory.
Assists in the students’ laboratory practices.
Administers the students’ work and documentation.
Collaborates with analogous laboratories and technical scientific institutions.
Keeps the laboratory in normal working conditions.
Takes care of supplying the laboratory with technical materials.
Takes care of necessary repairing and proper functioning of equipment.
Attends the laboratory practices of students.
Plays films and videotapes of criminal nature.
Assists the students in the completing and presenting the “Criminal Album” (a pre-exam mandatory written assignment).
The secretary is interested in research preparation of the Criminal Law Department.
She assists the students in presenting the practical works regarding their techniques and methodology.
She assists in the creation of diafilms with real cases, from both national and international practice.
Maintains, keeps and makes available to the students and scholars the practical-laboratory works.
Keeps the research and documentation register, as well as the laboratory correspondence with other parties.
Is responsible for the inventory of the laboratory equipment.
Collaborates with the laboratory of the Academy of Public Order, the Judicial Police Center etc.
Takes care of strengthening the relations and the collaboration with international organizations such as SOROS, UNDP, etc., for the raising of funds and supplying with materials (films, audiotaapes, books, etc.)
Makes the announcements for meetings of students with specialists (judges, prosecutors, legal experts, etc) on real cases.
Assists in inviting foreign professors to share their experience. Assists in the technical part of the meeting and seminar arrangements, etc. Organizes the distribution of books, flyers, and monographs with criminal content.
Keeps the minutes of meetings and important gatherings.

Article 22

The Academic Secretary

The Chief Secretary and Secretary of the correspondence system (First Branch) manages and organizes the work of other clerks in the academic secretary. Administers the admission exam of the students.
Follows up the exam-process in the branch that she covers, takes care of organizational matters of exams, prepares and signs final grade certificates.
Sends written information regarding students to the interested offices upon their request.
Provides information and issues certifications related to the faculty to students both in-country and abroad.
Takes necessary measures for the maintenance and protection of documentation from various dangers like fire, water, damages, misuse etc.
Organizes and manages work in the academic secretary.
Verifies the information given by other secretaries.
Keeps business relations with the dean’s office and the academic secretary.
Announces the admission exam dates upon official approval. The secretary deals with the registration (provides copies of candidates of the faculty and high school programs).
Registers and declares the results and, thereafter, the winners of the admission exams.
Files the documentation of the non-winner candidates.
Enters all the personal data of the candidates in the following order: Name; Father’s Name, Family Name; District (at time of registration).
Posts the winners’ name list (according to the instructions of the Ministry of Education and Science)
Registers the students that are admitted on pay-fee basis.
Enters the names of all the students in computer, after the winners’ have been registered in separate groups according to district, gender, boarders (list of the campus buildings).
Announces the dates of the exams.
Receives the reports with the dates and subjects.
Enters grades in the relevant register.
Fills out in handwriting the diplomas and the transcripts.
Compiles statistics about the students and their data for the rector’s office.
Informs the local military authorities of male students.
Provides information on questions concerning the admission exam, the academic process, and exams.
Provides the students with certificates and transcripts.
Article 23

Secretary of Full-Time System

Administers the admission exams.
Is in charge of the full time students.
Registers the winners of the admission exam for the full time system.
Takes care of the practical issues of the exams.
Fills out in handwriting the diploma forms.
Provides written information regarding the students to the interested offices outside the faculty.
Upon approval of the opening date for registration of candidates for the admission exam, she announces it and provides the students with information and different certificates.
Deals with registration.
Registers and announces the results and the winners of the competition.
Follows up the attendance of the professors and reports it.
Posts up the exam dates.
Receives forms from the students regarding dates and exam subjects.
Enter the grades in the relevant register.
Fills out in handwriting the diplomas and the transcripts.
Provides students with information in response to their questions concerning the admission exam, the lesson process, exams, as well as with simple certificates and transcripts.

Article 24

Secretary of the Correspondence System

(Second branch)

Is in-charge of students of the correspondence system.
Fills out in handwriting the diplomas, assists during the admission exam proceedings, takes care of the registration of the applicant students.
Sends written information regarding students to the interested offices outside the faculty.
Provides students with information and various certificates.
Is in-charge of the correspondence students, announces the exam dates, receives the completed forms with the dates and subjects of the exams.
Enter the grades in the relevant register, fills out in handwriting the diplomas and the transcripts.
Provides students with information concerning the admission exam, questions regarding the lesson process, questions regarding the exams, as well as provides them with simple certificates and transcripts.

Article 25

Secretary of the correspondence system for the students transferred from the Law Faculty of the University of Elbasan
Is in charge of the correspondence system, takes care of practical issues regarding the exams. 
Fills out the diplomas in handwriting.
Assists during the proceedings of the admission exam.
Takes care of applicants’ registrations.
Sends written information regarding the students to the interested offices outside the faculty.
Provides the students with information and various certificates.
Announces the exam dates.
Is in charge of the correspondence students.
Receives the completed forms regarding the dates and subjects of the exams.
Enter the grades in the relevant register.
Fills out the diplomas and the transcripts in handwriting.
Provides the students with information concerning the admission exam, lesson process, exams, as well as with certificates and transcripts.

Article 26
Dean’s Secretary

Keeps the agenda and is responsible for the application of all instructions given by the Dean, in both the written and oral form regarding the Faculty departments, other Faculties, the Rectorate office, other institutions and special persons, and keeps, maintains and presents the right documentation on time.
Assists in the preparation of materials on behalf of the Dean of the Faculty.
Coordinates the working agenda of the Dean with that of the Vice-Dean, of the Chancellor and of the Chiefs of Departments.
Keeps track of the instructions given by the Dean, his Vice Dean, the Faculty Chancellor, the faculty staff and follows up on results.
Receives deliveries and other materials addressed to the Dean and to the Faculty, while the personal correspondence of the Dean is immediately forwarded to the Dean.
Is responsible of the Dean’s working agenda by appointing meeting times.
Checks the materials before they are submitted to the Dean for his signature, by putting them in chronological order and by checking their accuracy.
Keeps the minutes of the Dean’s meetings, and of other meetings organized by the Dean, and submits them to the Dean for signature.
Supervises the implementation of duties assigned within deadlines settled in the Dean’s meetings, and informs the relevant authorities regarding problems.
Receives persons who request meetings with the Dean, addresses them to the relevant departments for specific problems, communicates the Dean’s instructions to the departments, follows up on the problems, and keeps the schedule of meetings.
Maintains, according to the rules in force, documents of daily use that are still under process as well as decisions of the Dean and of the Scientific Council of the Faculty, the requested information from the Dean, etc, which at the end of the terms are filed in the archives.
Maintains the Dean’s correspondence with third parties.
Files copies of outgoing faxes according to the Dean’s instructions and submits the incoming faxes to the Dean, and distributes them to the relevant departments following the Dean’s
instructions.
Serves in the formal reception organized by the Dean’s Office on the occasion of official visits of both Albanian and foreign delegations.
Distributes incoming papers to the relevant recipients in the Faculty after they have been signed by the relevant authority or by his/her Vice in his absence.
Is responsible for the secret incoming and outgoing information of the Faculty.
Types official secret materials of the Dean. Uses the fax, computer, and telephone of the dean’s secretary office and dean’s office supplies.
Keeps the contact list of the research, teaching and technical-administrative staff of the faculty in cases of emergency.

Article 27

Staff Inspector

Under the Dean’s supervision, takes care of the employment procedures, transfers and dismissals, as well as the training of the pedagogical staff of the faculty pursuant to the laws and the bylaws, and statutes and regulations of UT, the instructions of the Ministry of Education and Science, as well as the UT Senate decisions.
Follows-up the filling of vacancies in the faculty and informs the Dean of vacancies.
Organizes job interviews of the administrative staff under the dean’s the supervision, according to the criteria established by the Dean and the job descriptions; in each case, after the decision has been made and signed, she drafts and forwards the relevant documents.
Administers to the personnel files of the teaching and administrative staff of the Faculty.
Keeps in the card-index box the complete and correct documentation on the personal data regarding the pedagogical and scientific staff, the qualification and scientific annual activity of the pedagogical and administrative staff of the faculty.
Administers to the main register of the educational and administrative staff of the faculty.
Follows up the changes in the number of the teaching and administrative staff, in the relevant wages and their implementation.
Supervises the procedures of specialization, the qualification of the foreign staff, as well as the post-university studies of the teaching staff and forwards it to the Rector’s office for approval.
Makes contracts with the teaching staff after the Rector’s office approval and submits to the Dean for signature.
Compiles the annual leave schedule for the administrative staff of the faculty (during the first quarter of the year) and follows its implementation.
Drafts reports and completes forms for the Rector’s office of UT regarding organizational matters and other indicators required by the Human Recourses Department, or by the Rector’s Office.
Supervises the implementation of Labor Code of the Republic of Albania, the Law on the Social Security, the Law on the University Education, faculty regulations as well as the other laws and bylaws.
Keeps secret official data with which he/she works and communicates with others (besides the authorities of the faculty) based only on the law.
Administers and makes relevant notes in the labor cards of the educational and administrative staff of the faculty and provides new employees with labor cards.
Follows overtime hours of employees and sends written notification for compensation (after the approval of the unit’s authority) to the finance office, according to the laws in force. Coordinates work pertaining to staff with the Chief of Finance of the faculty and Rector’s Office of UT.

**Article 28**

**Protocol Clerk**

Receives, files, identifies and distributes incoming official correspondence and takes actions necessary to send official correspondence to relevant destinations, after it has been signed by the relevant authority or by his deputy in his absence. Every document, paper and act that enters the faculty, after being registered in the correspondence register, is given to the relevant authority or in case of his absence, to his deputy by special authorization. Delivers the documents or official papers, or acts according to directions by the faculty official authority, departments or divisions or relevant staff members and asks them for their signature. Registers in the correspondence register every document that will be going out. Afterwards, he/she prepares the envelopes, encloses the documents, and writes the address and seals the envelopes and takes care of forwarding them to the proper destination. Opens files according to the table of content and puts in order relevant documents. Maintains documents according to the regulation of the General Directorate of Archives. After the case has been processed, he/she receives the documents from the departments or divisions, and puts them according to chronological order, number of files, final processing date, and the implementers signature.

Files and administers every other internal document such as reports, research, minutes, etc, just like all other documents. Keeps and administers with care the stamp of the faculty according to the criteria precisely determined by the acts of the Council of Ministers and uses it only after the official authority or his deputy in case of his absence, and authorized by the Dean, signs it. In case of damage, the seal is destroyed via a report in the presence and upon signatures of the members of the Commission appointed by Dean’s order. Files documents by strictly following the rules defined by the Regulation and Guidelines of the General Directorate of Archives. Determines the retention of documents according to the table of contents, the issues they cover, the national-historical importance, etc. In collaboration with the specialists of the departments and divisions, he/she drafts the outline for the filing system based on the archive criteria and submits it to the Dean for approval. Creates the file inventory by dividing them after years, temporary and permanent, departments and the divisions within departments. Defines the retention period of the temporary files and proposes it to the relevant commission to decide.
Article 29

Administration Specialist

Under Chancellor’s supervision, and in collaboration with the other departments and divisions, he/she performs the administrative service and maintenance duties of the faculty and of its departments, organizing them on a daily basis, so they are done according to the priorities and instructions of the departments’ authorities.

Drafts the annual plan for materials and necessary equipment for the faculty premises and for the internal expenditures of the administration, and follows up the implementation of this plan after it has been approved.

Takes care of the administration and its maintenance and the necessary repairs and improvements, and security guard service.

Organizes work with the workers of the faculty regarding repairing and maintenance, or asks for help of other faculties’ workers according to a plan established by the Rector’s office, or with external workers according to the financial rules in force.

Reviews the quality of the repairing and other services in the faculty premises.

Participates in identifying the departments’ and other divisions’ needs for materials and equipment, and presents needs assessment to the Chancellor for inclusion in the annual plan.

Sees to the of needs of the faculty with paper, written materials, copying machines, car service (in co-ordination with relevant authorities and according to their priorities) cleaning, official correspondence mail service, water supply, power supply, and telephone service. In these areas he/she determines rules for checking expenditures for materials according to the approved rules.

Supervises the work of administrative staff and submits to the Finance Office the attendance list every two weeks for the calculation of salaries and collaborates with the Human Recourses specialist for the substitution of absent clerks.

Supervises purchasing procedures of materials and equipment according to the criteria established by the decisions in force. Takes care of the security of the administration premises from fire according to rules by improving the fire alarm system.

Takes appropriate measures for providing the necessary equipment during ceremonies, adjusts the premises, arranges for clean rooms and appropriate decorations.

Posts announcements and application forms in the faculty.

Supervises the work of the staff under his/her authority, such as cleaners and security guards, and takes measures for the completion of these services.

Organizes work according to four-month plans, mindful of deadlines and priorities of the administration. At the end of the calendar year, he/she drafts the annual work analysis on behalf of the Dean and sends reports on work indicators to the Rector’s Office within the established deadlines.

Keeps in touch with the leadership of the Faculty (Dean, Deputy Dean, Chancellor) for special situations, emergencies and important events.

Article 30

Public Relations Coordinator

The Public Relations Coordinator is appointed by the Dean of the Faculty. He/she is a successful
professor with a reduced teaching and research workload according to the rules in force.
The Public Relations Coordinator proposes the establishment of relations with other foreign universities with the purpose of collaborating and exchanging academic and scientific experiences, etc.
He follows up and informs the Dean and the Council of Faculty regarding the prospects of public relations between the Law Faculty and other institutions. The Faculty of Law enjoys the right of membership in internal associations and organizations, which help the development of the legal education at university level.
The approval of the UT Rector is needed for such activities.

**Article 31**

**Chief of the Finance Office**

Administers the employees’ salaries.
Administers the students’ stipends.
Administers the Social Security Contributions.
Administers the honorary and overtime hours.
Administers the faculty funds.
Prepares the financial report and the budget proposal of the faculty.
Prepares the pay-sheets. Prepares the cheque and the vouchers for taxes and Social Security. Administers the stipends, the honorary and the overtime hours. Announces the criteria and communicates to the students. Gathers the documentation. Reviews the documentation. Prepares the pay-sheets, the cheque and sends it to the Treasury Branch. Administers the social security. Sends evidences to the Social Security Office. Administers the revenues and coordinates the revenues with the Rector’s Office.
Compiles the financial report of the financial and economic activity.
Reflects the cash in the General Ledger, reflects the storehouse in the General Ledger and performs the accounting functions, the salaries maturity, coordinates the cash-box and storehouse with the Rector’s Office.
Drafts relevant reports concerning accounting. Reflects the financial report in the analytical books.

**Article 32**

**Accountant**

Keeps the analytical account and reconciles it with the synthetic account.
Keeps and checks the bank diary. Keeps and checks the cash-box diary.
Prepares the supplies inventory and the equipment inventory according to the established laws.
Keeps the warehouse diary and matches it with the warehouse.
Prepares the pay sheets for the students’ stipends.
Performs the daily proceedings with the cash-box.
Article 33

Warehouse Clerk

Administers Faculty’s items in accordance with the legal and sub-legal acts.
Registers every item that enters and exits the warehouse in the relevant documentation, a copy of which is filed.
Arranges the items and puts labels according to the filing card for every item. At the end of each month, he/she clears the records with the Finance Office.
Notifies the administration economist missing items.
Administers the items through the filing cards and then enters them in computer.
Is liable for the administration and maintenance of the items that are found in the warehouse.

Article 34

Typist

Types all the documents of the Dean. In certain cases, he/she types all the documents of the departments according to the schedule compiled by the Chief of the Administration Office.
Make photocopies upon request of teachers and students.

Manages and takes care of the office equipment.

Article 35

Chief of Library

Manages, organizes, and supervises the work proceedings at the Faculty Library in service of the educational, teaching, and professional development of the scientific processes.
Keeps constant working relations with the Dean of the Central Library of UT, with the Rector’s Office, Finance Office, as well as with the students.
Represents the library of the Law Faculty in relations with third parties, both local and international.
Manages, organizes, and supervises the issuing of library cards and completion of forms for receiving books from the library by the students and professors.
Follows up with delays in returning books by students and professors annually, especially at the end of the academic year.
Enriches the library with books and magazines by means of, a) purchases (books, magazines and periodicals), b) donations, and c) exchanges.
Registers the books that enter the library and includes in inventory.
Classifies and reclassifies books according to the classifying chart. Creates list for new books entering the library every 3 months and distributes it to specialized departments and institutions.
Duplicates the first filing card in computer through L. software, H. 5. Software or by hand.
Integrates the duplicated filing cards in the internal and external card index.
For unique copies, the user may use the book in the library room or have it photocopied.
Rearranges the library shelves together with his/her colleagues, when new volumes enter the library.
Removes out of date books upon decision by the commission established by the Dean, saving five copies for each edition.
Manages and organizes computerization of the library processes.
Establishes direct relations with the editing houses and the University Library for new books that are published. The list of the new books is submitted to the departments and to the Dean and to the Rector of the UT for approval.
Attends staff meetings. Replaces his/her colleagues when she is on vacation. Performs several emergent tasks for the progress of work in the faculty.
The inventory of the library is done once in every two to five years.

**Article 36**

**Librarian**

Opens membership cards in the library for the students and professors.

Receives request forms from readers and finds books in the library shelves.
Provides students with books according to their requests.
Puts labels and “pockets” in the library books.
Enter books in computer by using the ISIS software.
Rearranges and moves the library shelves together with his/her colleagues, every time voluminous and quantitative literature enters the library.
Returns book after usage to proper location according to classification and the author’s number.
Compiles the first card of the book. Integrates the duplicated cards in the incoming and outgoing card indexes.
Takes care of the computerisation of the library.
Attends staff meetings. Replaces colleagues when he/she is on vacation.

**Article 37**

**Maintenance Clerk**

Maintains the premises of the faculty.

Maintains and takes care of the office equipment and the air-conditioning units.
Maintains the classrooms.
Maintains and repairs the electric network of the building, maintains the generator and the water tank.
Maintains and repairs broken equipment, (desks, chairs, doors, windows.)
Performs small jobs and keeps the premises and its accessories under working condition. Sends and receives mail to and from the Rector’s Office and other institutions.
Helps the security guard of the Faculty in cases of emergency and intervenes when problems occur in various premises of the faculty.
Maintains the water supplying system.
Article 38

Driver

Is always available when required to drive the official authority or other person authorised by him, in certain cases, and is responsible for performing his duties on time.

Is assigned to perform other duties of different units, such as the transfer of money from the cash box to the bank for the finance office. Maintains the car in good working order. Is available upon request for car service when needed and in accordance with legal procedures. Parks the car in the faculty parking space upon closing of business hours.

Article 39

Security Guard

Performs security service according to the schedule prepared by the administration. Starts and closes the shift by itemized report. During shift-change, checks the faculty premises and informs the Chief of Administration and the Dean’s Office in case anything is missing. In case of violation of the premises by any evildoer, informs the organs of the public order. In cases of fire danger, he notifies the fire department for the isolation and prevention of fire. Receives mail from the postman and gives it to the persons according to the addresses. Informs faculty employees of requests that come from outside the faculty. Accompanies the persons according to the conditions defined by the law.

Article 40

Cleaning Lady

Maintains the inner and external faculty premises. Cleans the toiletties constantly in order to protect their normal function (several times per day). Cleans the offices, by washing and dusting them. Cleans the classrooms, including the desks and chairs (twice a day). Cleans the halls (twice a day). Cleans the windows of the premises once a week. Cleans the schoolyard (every morning). Combines the work with the cleaning Lady of the Faculty of Social Sciences.

Chapter 3

Educational Work

Article 41

The admission of new candidates for enrollment in University of Tirana is done through an
admission exam. For graduated students who want to study in a second faculty in the full time system, they are excused from the admission exam but must pay a certain fee.

**Article 42**

The winning candidates can enroll in the academic year in which they passed the admission exam. Upon registration with the academic secretary of the appropriate faculty by the established and announced deadlines, the candidate gains student status. If not registered by the deadline, the university is not responsible for preserving the right to study. The student status expires when a diploma is received or by dismissal of the student from the University. In order to be registered, the student submits to the academic secretary of the Faculty the documentation according to the guidelines of the Ministry of Education and Science, as well as payment of fees as defined by legal or sub-legal acts.

**Chapter 4**

**Organization of the University Studies**

1. **Enrollment Terms**

**Article 43**

The enrolling terms in a specific branch is established by Decision of the Council of Ministers. The term of university study in the Faculty of Law full time is not shorter than four years. Within the correspondence system, studies extend to at least five years. Students of other universities who win the right to study in the Law Faculty on the basis of the admission exam, and have attended the same branch at another University regardless of equivalence of the exams already taken, must enroll for a full term.

**Article 44**

The maximum term for completing university studies in the Faculty of Law is up to double the regular term. Students who are not able to complete the studies within this maximum term lose the right to graduate. Students who enroll for the same academic year three consecutive times also lose the right to graduate. The maximum term for receiving a diploma is up to three years, beginning at the time of the completion of exams. Within this term students have the right to take the diploma exam (thesis or final exam) up to four times.

**Article 45**

The student may interrupt their studies at any time but not longer than three years and only for very strong reasons presented by a written request to the Dean’s Office.
Article 46

The interruption of studies for one year requires the Dean’s permission; for longer periods (up to three years) the Rector’s approval is required, based on the Dean’s proposal. The student submits the request for permission to the Dean’s office together with supporting documents; the interruption of studies is confirmed when he/she receives the approval of the request by the relevant body. Otherwise the student is responsible for the potential consequences. Interruption that has not been approved is equal with unreasonable absences from the teaching process. The return of the student after the conditioned interruption of studies is permitted only at the beginning of the term but not later than a week from its beginning.

2. The Teaching and Control Methodology

Article 47

The main methods of the educational work at the faculty of law are: lectures, seminars, exercises, case analysis, laboratory work, internships, homework assignments, course exams, diploma exams and diploma thesis. The departments may establish other forms of educational work upon Dean’s approval.

Article 48

Educational work is organized in groups and courses. The lectures are organized in courses up to 90 students; seminars, case analyses, etc in groups of approximately 20-25 students. The Dean’s Office applies the aforementioned criteria in compliance with the capacities of both the Faculty premises and educational human resources enjoying reasonable tolerance. For specific cases, changes can be made only by approval of the Ministry of Education and Science.

Article 49

The division of students into groups is reflected in academic year registers, which are official documents that reflect the development of classes by professors.

Article 50

Attendance of lectures as one of the educational forms is voluntary, with the exception of some specific subjects, which according to the Council of Faculty students must attend for at least 75% of the classes. Seminars, laboratory works, and case analyses are, according to the decisions of the Council of Faculty, mandatory and must be attended at least 75% of the time. Students who attend less than 50% of the required classes throughout an academic year does not qualify and is not allowed to take exams in that particular subject. The same rules on attendance apply when a student repeats the course; otherwise he is not qualified in that particular subject. Full time students who attend only 50%-70% of the required classes do not qualify and are not allowed to
take the subject exam on that subject, but has the right to take the exam during the fall term of exams.

**Article 51**

Times and classrooms for course are established by a schedule prepared by the educational secretary. All students and professors of the faculty should respect the schedule. The schedule is drafted to conform to educational criteria and is reconciled with teaching methods and the distribution of the students’ workload. Only the educational secretary makes changes in the schedule.

**Article 52**

Duration of classes is 60 or 90 minutes according to the decision of the Council of Faculty.

**Article 53**

Learning is evaluated by a 10 point grading system. Grades higher than 5 are passing grades. For written tests the evaluation system with points is used and then the results are converted into grades.

**Article 54**

Control of knowledge of a subject (exam) may be performed by either: a) a written form b) orally c) both in a written form and orally. The relevant department, based on the teaching plan, establishes the methods of control. The exams are created by professor and his assistant (when there is one) and are approved and signed by the Chief of Division or Department.

**Chapter Five**

**Knowledge Control**

1. Exam

**Article 55**

Students take a subject exam if the obligations relating to that subject and provided for in the teaching plan are completed. Report of completion of these obligations is made by the professor at the end of the teaching process and is sent to the academic secretary. The names of students taking the exam are included in the exam list. The name list for the exam is submitted to the exam commission on the exam day. At the end of the exam, the chief of the commission gives it to the secretary. In no case should the exam paper have corrections and nobody has the right to add names to it. Both giving and receiving the list are completed with signatures.
Article 56

The exams and re-exams take place within established terms within the structure of the academic year approved by the Council of Faculty. Exam dates are proposed by the department, and approved by the dean’s office, and are announced not later than two weeks before the beginning of the exam period.

Article 57

Exams take place at the time and place defined. In case of extraordinary circumstances the Dean can change the date. Two persons monitor the students in the exam: the professor and his assistant, who have taught the subject. If there has been no assistant, the Chief of the Department assigns this task to another assistant of a related discipline. If the professor of the subject or his assistant for any important reason can not participate in the exam, the Chief of Department appoints a substitute. The written exams are graded anonymously. They will last no less than two hours. It is forbidden for others to enter the exam room during the exam, even if he/she is a university staff member, with the exemption of the Chief of Department of the Faculty or other persons authorized by the Dean or the Rector with the purpose of overseeing the exam.

Article 58

The full-time student is not allowed to take an exam on the same subject twice within an exam term. The student can not take two different exams at the same day. The student takes with him an identification document with a photo at the day of the exam.

Article 59

The exams are prepared by professors according to the subjects and are signed by the Chief of Division or Chief of Department. Students must have an identification document with a photo and is admitted only if his name is in the exam name list in the report prepared by the secretary and signed by the Vice Dean by Dean’s authorization. The exam name lists are prepared carefully by the secretary and are checked by the Vice Dean; the professor should fill it out without mistakes and all the questions should be answered; the control should be performed by the secretary who will not accept papers not completed correctly. In cases of irregularity, the Dean’s office should be informed. Besides the official report, professors keep a personal report where they can register the students’ grades and other notes regarding exam proceedings as well as other notes pertaining to the course which is organized in lectures, seminars, laboratories, case analyses, internship etc. The test papers of the students are filed in the division and kept for not less than six months from the day of the exam.
Article 60

The results of the exam should be announced (the list must have the professors’ signature) no later than two days after the exam, and the name list with the grades should be submitted to the secretary not later than the third day. In special cases, the submission of grades name may be delayed but should not surpass a week from the exam day. In any case, the student should be informed about the date of the announcement.

2. Re-exam

Article 61

Students of the full time system have the right to take an exam of the fall term (term of retaking exams) when less than four mandatory assignments were not completed. Students with scholarships lose their stipend for the coming year. Full time students must repeat a term when by the end of the fall term they fail to complete more than two mandatory assignments.

Article 62

The senior year student, who by the end of the course exam is not qualified in three mandatory assignments, has the right to clear them within a term established by the Dean prior to the term of the state exam. The student who completes these mandatory assignments is allowed to take the state exam or to prepare for the diploma research. Otherwise, he has the right to complete the mandatory assignments during the re-take exam term. Senior year students, who by the end of the summer term have not completed more than three mandatory assignments must repeat that academic year. At the end of each term the Dean’s office announces repetitive and dismissed students.

Article 63

Students who attend international projects and programs abroad in which the University of Tirana participates are exempted from the attendance requirements provided by Article 50. Exams given abroad for similar subjects fulfill the requirement of UT.

Chapter 6

Research

Article 64

Research is planned according to an annual schedule which envisions a topic, potential tutors, attendance in scientific conferences, and articles and books or monographs in the drafting process. A minimal number of activities at department level should be included as well.
Article 65

For continuance of research the following is required:
a) Use of concrete means with all their improvements and updates.
b) Continued relations and collaborations with institutions of the Academy of Sciences, according to existing tradition.
c) To use all relations that have been established with counterparts abroad, visits as part of the different projects, etc., in order to progress in research and publish the outcomes.
d) The main source of funding for the research will be private fundraising.

Chapter 7

Internships

Article 66

Internships, when part of the academic program, are mandatory for full time students. At the beginning of the academic year the dean’s office announces the time of internships and the programs. Students who do not complete the internship program are subject to the same rules as defined for other obligations.

Article 67

Internships are completed in institutions according to the students’ profile and under the supervision of the professor assigned by the relevant department. The student must respect the rules of the institution providing the internship. During the internship the assigned professor supervises the student constantly and keeps in touch with the institution. Upon completion of the internship, the student prepares a research assignment evaluated by the supervising professor after consultation with the institution. The student is then assigned a grade.

Chapter 8

Transfer, Change of Study System

Article 68

The Faculty of Law of the University of Tirana accepts the transfer of undergraduate students from other universities in the same branch and system, and allows withdrawal of its students to other universities according to the procedures provided for in this Regulation. The transferring procedures close a month before the beginning of the academic year. The opinion of the relevant Dean’s Office should be received, and the receiving capacity of the Faculty (up to five 5% of the number of enrolling students for that academic year) should be taken into consideration.
Article 69

Students who want to transfer to the University of Tirana are subject to the converting commission created in each department, and is based on the documentation sent by the relevant university. Obligations of students include the academic program in force as well as the acknowledgment of equivalent subjects completed if he is admitted.

Article 70

Transferring from the correspondence system to the full time system is accomplished through a decision of the Rector’s Office, with the proposal from the Dean’s Office, based on the request of the interested student that have completed the first or second year and have an average grade of 8.5. The total number of students per course defined by the Government and the Ministry of Education and Science should not change.

Chapter 9
Graduation

Article 71

Upon completion of the full course of study, students have the right to receive a diploma whereby they receive their professional title. Within the first month of the academic year, the relevant departments notify senior year students on schedule for a diploma exam. The departments decide which students will take the state exam or diploma research based on the students’ choices and their academic results. Students are permitted to complete a diploma research when an average grade of 8.5 is achieved, while the grade for the specific subject chosen for research should be 9.

Article 72

The relevant department assigns a specialists to supervise the work for the diploma research. The diploma research is presented before a commission that is proposed by the department and approved by the Dean.

Article 73

Diploma research or diploma exams can be presented or taken in two different terms: summer or winter, which are defined by the Dean’s Office of the Faculty. The graduating candidates who fail to pass in the first term can retake the exam in the next term. In the interim, he is provided by the Dean’s Office with the title “non graduated specialist”, with transcripts of completed subjects.
Chapter 10

Rights and Duties of Student and Professor

Article 74

The student has the right:

- To use the equipment of the school according to the relevant rules, in order to complete the academic program and the planned work regarding research activity; the library and the sport and cultural facilities of the Faculty and of the University;
- To be represented in the Council of Faculty and in the Senate of the University in accordance with the relevant regulations of these institutions.
- To become member of non-political associations in compliance with the legal and sub-legal acts.
- To win scholarships to study in his country or abroad when meeting requirements defined by Decision of the Council of Ministers, of the Senate and in the Inter-governmental or Inter-university Agreements; to benefit from special rewards administered by the University of Tirana according to the criteria settled by the Senate, to live on the Campus if he has no other place to live.
- To study in a second faculty, in a different system than he is attending according to the provisions of this Regulation, of the decisions of the Senate, or in specific acts of the Ministry of Education and Science.

Article 75

Students enjoy the right to improve only one subject’s grade for each academic year and the respective subject should be for that year only. In order for students to exercise this right they must have completed all of mandatory assignments or have only one to be completed.

Article 76

Students have the right to complain for violation of rules during the exam proceedings. The complaint is submitted to the Dean within 24 hours upon completion of the exam. The Dean of the Faculty, after having verified the violations with the Chief of Department and the Commission of the Exam makes a decision. If the request is fair, the Dean decides the invalidity of the exam and the retaking on a special date, not later than three days from the closing of the exam term. The decision is announced within five days from the filing of the complaint.

Article 77

Students are required to:

- Know thoroughly the rules of the school and the duties; otherwise the school is not responsible for consequences that may result from the ignorance of the rules.
- Apply all rules that derive from the Statute of the University of Tirana, from this Regulation,
• Complete all duties defined in the academic program and the course programs.
• Be responsible of violation of the school rules; property damage caused must be compensated for to the measure the Dean deems proper.

**Article 78**

Violation of rules are all actions by the student that infringe on the personality of the teacher or any other school employee, the moral-ethical rules of society, such as copying exams, forgery of the documents, theft, etc., when these actions do not bear elements of a criminal act. The measures taken against the student include: a) written objection; b) dismissal from school for one academic year c) dismissal from the University of Tirana; d) permanent dismissal from the University of Tirana. The Dean’s Office makes the decision for the one-year dismissal. The decision of dismissal from the University of Tirana (denial of the right to complete studies) and permanent dismissal from the University of Tirana (by not allowing him to win other rights to study) is made by the Rector’s Office of the University of Tirana, upon the Dean’s proposal.

**Article 79**

The rights and duties of educational-scientific employees are established in the Code of Labor, in collective contracts, and individual labor contracts.

**Chapter 11**

**Official Stamp and Badge of the Faculty of Law**

**Article 80**

The faculty of Law of has its official stamp as approved by the competent organ. The seal has the designated diameter, with the badge in the center, and the words: “University of Tirana Faculty of Law”, (Model 1). The Faculty of Law has its badge as its symbol. (Model 2).

**Chapter 12**

**Last Provisions**

**Article 81**

These Regulations enter into force at the beginning of the academic year 2000-2001.