



UNIVERSITY OF NEW YORK/TIRANA

EXCELLENCE FUND

**Guide to the Academic Distinction and Academic Merit Grants
for Entering First-Year Students**

**TIRANA
2013-2014**

INTRODUCTION

1. The benefits of higher education go beyond increasing a student's potential employability and earning power over the course of their career. Graduates lead healthier lifestyles, contribute more to their communities and are more tolerant towards a diverse community than their contemporaries who do not participate in higher education [Source: 'Revisiting the benefits of higher education' – HEFCE research 2003]. With this in mind, at UNYT we believe that everyone should aspire to achieving a university education and that no student should be deterred from applying to our University solely for financial reasons. It is for this reason that UNYT initiates a series of competitively awarded grants for outstanding undergraduate students studying for a UNYT Bachelor's degree. The purposes of these grants are:

- i. to recognize students of outstanding aptitude and scholarship;
- ii. to provide an opportunity for incoming students to receive an exceptional education at a reduced monetary burden;
- iii. to encourage and broaden the student's opportunities while attending UNYT.

1. This *Guide* sets out in brief the rules of eligibility for UNYT's Academic Distinction and Academic Merit grants, the procedures for application and the terms and conditions for the recipient. The *Guide* is intended mainly for the information of those who intend to apply in 2013.

2. **The grant holder and those responsible for the supervision and organization of his/her studies are expected to conform to the requirements and regulations described in this *Guide* and are assumed to have agreed to do so once they have accepted the offer of an award.**

3. Please address any inquiries about these grants to:

University of New York Tirana
Rruga "Komuna e Parisit"
Tirana, Albania
Telephone: +355 04 273056, -57, -58
Fax: +355 04 273059
Web: <http://www.unyt.edu.al>
Email: hrucci@unyt.edu.al

SUBJECTS COVERED BY THE GRANTS

4. UNYT offers grants to promising students that show a potential for academic distinction and merit to be enrolled in any of the degree programs. The subject areas covered by UNYT at this time are as follows:
 - Business Administration
 - Business Communication
 - Economics
 - Finance
 - Management
 - Marketing
 - English Language and Literature
 - Communication and Journalism
 - International Relations and Political Sciences,
 - Psychology
 - Computer Science
 - Information Systems.

ARE YOU ELIGIBLE FOR A GRANT?

5. In order to be eligible for a grant from UNYT, you must meet certain conditions relating to academic qualifications. The following provides a general guide to these qualifications.
6. You should be a graduate of a recognized high school, a student expecting to graduate from a high school before 31 August 2013, or a holder of an equivalent diploma (i.e. International Baccalaureate, etc.) with a Grade Point Average of the “Matura Shtetërore” of no less than 9/10 (or equivalent). You should be a student planning to enrol with UNYT in the Fall 2013 for full-time studies. You should not hold any other grants or award for study at UNYT.
7. There is NO age limit for applicants, and applications from candidates of whatever age will be considered on their merits, taking into account all the circumstances of the case and the purposes of the grants fund set out in paragraph 1.

TYPES OF GRANTS

8. UNYT offers two types of grants to promising incoming students based on their “Matura Shtetërore” High School Grade Point Average (G.P.A.). An “Academic

Distinction” grant covering 15% of the tuition fees will be awarded to students with a High School G.P.A. between 9.5 and 10. An “Academic Merit” grant worth 10% of the fees will be provided to students with a High School G.P.A. between 9.0 and 9.4 Each of these grants will be provided for the students’ complete course of study. Assuming compliance with the terms and conditions set out in paragraphs 23 to 26, grants will cover all four years of study leading to a UNYT Bachelor’s degree. However, grant holders wishing to obtain a Bachelor’s from the State University of New York / Empire State College (SUNY/ESC) together with their UNYT degree are required to cover the fees of the SUNY/ESC concentration courses through their own financial means.

APPLICATION

9. You should complete your application on the given form, which is available from UNYT and submit it with all supporting documents to the UNYT reception desk. Applicants applying from abroad may post their application folder for the attention of Mr. Hektor Ruci; all posted applications, though, should have been received by Monday, September 23, 2013, at 17.00 (GMT +1).
10. You should read the notes of the form carefully before you begin to fill it in. The first part of the form asks for information about you and your proposed program of study. The second part consists of two reference forms. These should be filled out by two persons as defined in paragraph 12. These forms should be signed and sealed, placed in two corresponding envelopes and must be turned in along with your application form and a certified copy of your high school diploma and transcript(s) for all 4 years of your high school studies. The deadline for the receipt of the completed application is Monday, September 23, 2013 at 17.00. **This deadline will be strictly enforced and no applications or reference forms will thereafter be accepted.**
11. Applications must be accompanied by two reference forms. You should choose two individuals that have known you in an academic or work-related manner. High school teachers, counsellors or employers are generally ideal references. You should not request a reference from

a family member or friend as these individuals cannot provide us with objective recommendations.

12. Applications must be accompanied by copies of your high school diploma and transcript(s) for all 4 years of your high school studies.

Closing Date

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| <ol style="list-style-type: none">13. The closing date for the receipt of all parts of your application form is September 23, at 17.00. That closing date will be strictly enforced. Incomplete applications will not be considered for approval. It is imperative that you take this date into account when requesting references and high school transcripts as such processes can sometimes take time. |
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Selection Procedures

14. UNYT appoints assessors from among senior academic staff. They consider all the available information relevant to a decision whether to support a particular student. There are no quotas to the number of applications accepted or grants to be awarded. Applications are assessed on their merits by assessors, who take account of your performance in high school based on the high school transcript, your references and an interview.
15. Applicants will be invited for an interview with assessors after notification.
16. You will be notified of the result of your application by letter no later than October 9, 2013.

Appeals

17. In any appeal, UNYT will ONLY reconsider miscalculations in a candidate's G.P.A. Any appeal from a candidate should be submitted in writing to UNYT, at the address given in paragraph 3, no later than October 12, 2013. Only candidates themselves may appeal.

TERMS AND CONDITIONS FOR GRANT HOLDERS

Receiving Your GRANT

18. As set out in paragraph 7, only full-time students enrolling for entrance in the Fall 2013 semester are eligible for a grant. Therefore, selected candidates may neither enrol as a part-time student, nor defer entrance unless under conditions of serious and officially documented emergency, in which case deference should NOT exceed an academic semester's time length. Selected candidates are expected to register for a full-time course load during the week of respective registrations. At this time, the grant will be activated. Students with such grants are excluded from other UNYT financial support programmes (e.g. inclusion in the Rector's list).

Duties facing UNYT.

19. As a grant recipient, you may be asked to offer part-time, voluntary work within UNYT (e.g. the Library, the I.T. Department or other academic-related services).

Monitoring and Renewal of Grants

20. UNYT attaches considerable importance to the monitoring of your performance and progress. If your performance is such that continuation of the award is not justified, the grant will be terminated. Grants will be renewed only for students who meet the requirements specified in the following paragraphs.

21. You are expected to respect the standard rules of academic conduct while studying at UNYT. These rules are detailed in the student handbook. It is assumed that all grant holders understand and agree to abide by these rules when a grant offer is given.

22. Grants will be renewed on semester bases only if you maintain the high level of academic aptitude with which the award was earned. You must maintain a Grade Point Average (GPA) of at least 3.33 (B+) on semester bases in order to be eligible for renewal. If a scholarship holder, without prejudice to paragraph 25, desires to improve his/her grade when his/her GPA is within the limits of scholarship maintenance then the normal fee of the specific course shall be applied.

23. In addition, you are required to submit progress reports at the close of each semester of study at UNYT. These reports should detail the courses taken and grades earned as well as your intentions for the following semester. Forms for the progress reports will be distributed to grant holders at the end of each semester. These forms must be returned to UNYT before the start of the following semester to assure a renewal of your grant.

Termination of Grants

24. The grant terminates if a grant holder fails to respect the standard rules of academic conduct at any time throughout your UNYT career. No grant holder shall conduct him/herself in such a manner as the Rector, in his absolute decision, considers being prejudicial to the reputation of UNYT or the good order and discipline within UNYT.
25. Grants will be terminated if a grant holder does not maintain a Grade Point Average (GPA) of at least 3.33 (B+), fails at, or withdraws from a course on semester bases.
26. Grants will be terminated if the Rector receives an unsatisfactory report from a grant holder's professor or advisor.
27. Finally, grants will automatically terminate once a student who defers entrance under conditions of serious and officially documented emergency, exceeds an academic semester's time deference length.
28. In exceptional circumstances UNYT's Academic Board can effect such modifications to the conditions of a grant, as they are deemed necessary for the benefit of a grant holder.