Master of Science in Business Administration

STUDENT HANDBOOK

ACADEMIC YEAR 2014-2016

Contents

1. CONTACT INFORMATION

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Konstantinos Giakoumis, Deputy Rector, Ph.D in Byzantine, Ottoman and Modern Greek Studies, C.B.O.M.G.S., University of Birmingham, UK, kgiakoumis@unyt.edu.al

Dr. MILUKA JUNA, Dean, Ph.D. in Economics, American University, Washington, DC, USA; BA Suma Cum Laude in Business Economics, University of Wisconsin-Eau Claire, USA, junamiluka@unyt.edu.al

Other Contacts

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Academic Information: admissions@unyt.edu.al

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2. UNYT ACADEMIC CALENDAR

DATE	DAY	ACTIVITY
October 29, 2014	Wed	End of registration
October 30, 2014	Thu	MBA Induction Day
October 31, 2014	Fri	Term 1 begins
November 21, 2014	Fri	Deadline for Students' Statement on Concentration Routes and Dual Degree
November 28, 2014	Fri	Independence Day, No class
November 29, 2014	Sat	Liberation Day, No class
December 23, 2014	Tue	**Christmas Recess Begins**
January 5, 2015	Mon	**Classes resume**
January 25, 2015	Sun	Term 1 ends
Feb 6, 2015	Fri	Term 2 begins
March 14, 2015	Sat	**Summer Day, No class**
March 22, 2015	Sun	**Nevruz Day, No class**
Apr 26, 2015	Sat	Term 2 ends
Apr 5, 2015	Sun	**Easter Recess Begins**
Apr 12, 2015	Sun	**Easter Recess Ends**
May 8, 2015	Fri	Term 3 begins
July 19, 2015	Sun	Term 3 ends
July 31, 2015	Fri	**Summer recess begins**
August 31, 2015	Mon	**Summer recess ends**
September 4, 2015	Fri	Term 4 begins
November 28, 2015	Sat	Independence Day, No class
November 29, 2015	Sun	Liberation Day, No class
December 6, 2015	Sun	Term 4 ends
December 18, 2015	Fri	Term 5 begins
December 18, 2015	Fri	Deadline for Thesis Topics
December 23, 2015	Wed	**Christmas Recess Begins**
January 4, 2016	Mon	**Classes resume**
January 8, 2016	Fri	Deadline for Appointing Thesis/ Consultancy Project Supervisors
March 11-13, 2016	Fri-Sat	Presentations of Thesis/ Consultancy Project Proposals
June 30, 2016	Thu	Deadline for Thesis/Consultancy Project submission
July 3, 2016	Sun	Graduate Conference
July 3, 2016	Sun	Term 5 ends
		Graduation Ceremony

Disclaimer: UNYT reserves the right to modify this tentative schedule on an as-needed basis, provided that students concerned are notified, save extraordinary circumstances, with at least twp weeks' prior notice.

3. UNIVERSITY INFORMATION

MISSION STATEMENT

The mission of the University of New York - Tirana (UNYT) is to offer students the opportunity to obtain a university degree at the Bachelor's, Master's or PhD level in a variety of academic and professional specializations, which will provide them the knowledge, skills, openness and confidence necessary to succeed in a diverse, international work environment, and prepare them for life as contributing, productive citizens of the global community. UNYT amalgamates liberal arts and applied market-oriented education with an emphasis on continuous development as a research institution.

The University of New York - Tirana is committed to the intellectual, creative and personal development of its students. The university believes that the outcomes of student learning should include:

- Mastery of effective oral and written communication skills in English;
- Development of analytical, synthetic and critical thinking skills;
- Understanding of basic research methods, including the ability to locate, evaluate and synthesize information and data;
- Knowledge of Western and non-Western cultures and societies;
- Sensitivity to social issues and cultural and ethnic diversity;
- Appreciation for creative expression and culture;
- Understanding of international issues and the acquisition of a global perspective;
- Development of healthy interpersonal and social relationships;
- Understanding of the uses and limitations of modern technology;
- Awareness of professional opportunities and understanding of professional ethics and responsibility;
- Strengthening of the values of integrity, objectivity and human understanding;
- Development of the skills and behaviors necessary to become a successful, responsible and self-directed learner;
- Instilling an appreciation of Albanian heritage and culture throughout our courses through the use of Albanian case-studies, data and comparisons.

INSTITUTIONAL GOALS

University of New York TIRANA fulfills its mission by actively pursuing the following institutional goals and objectives:

A. Offer a comprehensive cycle of General Education courses

The General Education program aims to encourage students to develop their academic skills, appreciate learning for its own sake, encourage a mature and broad understanding of our world today and to prepare them to be useful academic citizens of the Albanian and global society. General Education is a key requirement of an American university Bachelor's degree. Global socio-political, economic and cultural developments form many of the issues that higher education addresses.

The University of New York - Tirana, administrators, instructors and staff are dedicated to the spirit of learning, personal growth and the development of a community in which active participation and freedom of expression are encouraged and supported.

B. Employ a variety of innovative methods in teaching and learning

UNYT strives to promote innovative methods of student-centered teaching and learning. Along with the traditional lecture, highly interactive methods enhance student understanding of the materials at hand. Instructors are encouraged to supplement lectures with debates, in-class discussion, group and individual work and off-campus activities. For students with special needs individualized teaching methods are implemented. The university commits itself to high standards of theoretical, empirical and hands-on teaching. Instructors apply different methods for checking the degree to which students assimilate course materials. Teaching standards are carefully monitored each semester. Students are given course evaluation questionnaires conducted with complete confidentiality and once every two years all instructors are peer-evaluated by their department heads.

C. Address to the individual needs of students as active and creative learners

UNYT intentionally keeps class sizes small to encourage as much individual time for each student in dealing with a faculty member as possible. Furthermore, a system of tutorials enhances students' potential by allocating individual time for one-to-one instruction with UNYT faculty. Each student is allocated a faculty advisor who is in charge of monitoring and facilitating smooth progression of a student towards graduation.

D. Closely observe developments in the European Higher Education Area

Although as a university following the American style of curriculum and teaching philosophy UNYT has chosen not to adhere formally to the resolutions of the Bologna Magna Carta Universitatum of 1988 and those of the Joint Declaration of the European Ministers of Education (19.06.1999), it is fair to say that the system applied in UNYT has considerable similarities with the desiderata of the Bologna Reform and, therefore, addresses all of its objectives: 1) The adoption of a system of readable and comparable degrees; 2) the establishment of a system of credits; 3) the promotion of mobility; 4) the promotion of European co-operation in the field of quality assurance; 5) the promotion of a European perspective in higher education; and 6) the adoption of a system essentially based on three main cycles, undergraduate, graduate and post-graduate.

VALUES

UNYT's commitment to excellence is rooted on a number of values which are at the heart of UNYT's operation:

- Supporting **academic freedom** to conduct research, teach, publish, and speak according to the standards of scholarly activity without interference or penalty
- Adhering to the **highest standards of quality** in our learning and teaching
- Promoting **equality of opportunity and diversity** for all
- Nurturing **innovation, creativity and entrepreneurship** by rewarding talent
- Providing educational services with **a high impact on society and economy**

UNIVERSITY HISTORY

The University of New York Tirana - UNYT was inaugurated in September 2002, having received a license from the Albanian government [Government Decree Nr. 397] in August 27th 2004. It was founded in order to address the regional needs for an American educational system and to prepare future leaders and business executives with a liberal arts and business education, a cross-cultural perspective, and a competitive spirit. Its objectives are to implement flexible and innovative practices in teaching and learning in response to the globally changing face of higher education.

Its first Rector and co-founder, the late Prof. Dr. Gramoz Pashko has been amongst the leaders of the Albanian democratic movement of the early 1990s, a former MP, Minister and Deputy Prime Minister. A full-fee scholarship offered annually to a freshman student majoring in Economics or Business bears his name, as well as a grant offered annually by SUNY/ESC to one junior student moving to his senior year of studies. Today the post of the Rector is held by Prof. Dionysis Mentzeniotis.

Some of the achievements of the university include but are not limited to:

Seven generations of graduates (2006, 2007, 2008, 2009, 2010, 2011 and 2012), whose employment or graduate studies' record is currently more than 93%;

Currently, the University of New York Tirana offers dual Bachelor degrees conferred by the State University of New York / Empire State College and Universtiy of New York Tirana. Furthermore, as from September 2004, the UNYT, in collaboration with the Institut Universitaire Kurt Bösch in Sion, Switzerland has offered a Master's programme in Business Administration (MBA) leading again to a dual degree (IUKB and UNYT).

Situated in the heart of the city of Tirana, the UNYT aspires to establish itself as a dynamic, multicultural and leading centre for higher education in the Balkans. To support the needs of its students, research, and scholarship, the university is expanding its library resources, organizes scientific seminars promoting research and scholarship, and engages into original research and promotion of highly scholarly works.

The UNYT is a fascinating blend of challenge and vision, in response to the needs of a global society and era. It is for this reason why the UNYT attracts students of high ability and employs academic staff of distinction, some recognized as international leaders in their fields.

ADMINISTRATION

PROVOST

Dr. Nikos Frydas

Ph.D. on Coding for Digital Communications, Loughborough University of Technology, UK; M.Sc. on Digital Telecommunications, University of Essex, UK; B.A. in Electrical Sciences Tripos, University of Cambridge, UK.

RECTOR

Dr. MENTZENIOTIS, Dionysios, Professor

Ph.D. in Foundations and Philosophy of Mathematics, London School of Economics, U.K.; M.A. in Mathematics and Logic, , London School of Economics, U.K.; B.A. in Economics, University of Athens, Greece.

DEPUTY RECTOR

Dr. GIAKOUMIS, Konstantinos, Professor

Ph.D. in Byzantine, Ottoman and Modern Greek Studies, University of Birmingham, UK; B.A. in Paedagogical Studies, University of Athens, Greece.

Having joined UNYT since October 2003, Dr. K. Giakoumis is currently Deputy Rector at UNYT and a Honorary Research Fellow at the Centre for Byzantine, Ottoman and Modern Greek Studies, University of Birmingham, U.K. He has teaching experience at Bournville College of Continuing Education, Birmingham, as well as in secondary education in Greece and in U.K. His research interests and publications are in late Byzantine and post-Byzantine history and art history in the Balkans with special focus in the regions of Western Balkans in general and in Epiros and Albania, in particular.

DEAN OF FACULTY OF BUSINESS AND ECONOMICS

Dr. MILUKA JUNA, Ass. Professor in Economics.

Ph.D. in Economics, American University, Washington, DC, USA; BA Suma Cum Laude in Business Economics, University of Wisconsin-Eau Claire, USA.

Dr. Miluka's fields of concentration are in Development Economics and Comparative Systems. Dr. Miluka's research includes issues on migration, education, gender, inequality, labor market, and agriculture. She has also been a Marie Currie Fellow conducting research on migration at the University of Rome 2, Tor Vergata, Italy. Dr. Miluka has published articles in journals such as Agricultural Economics and Journal of Developmental Studies. She has worked as a consultant on issues of migration, poverty, and gender for organizations such as the World Bank, International Organization of Migration, and Millennium Challenge Corporation.

ACADEMIC DECISION AND POLICY-MAKING BODIES

UNYT's organizational structure aims at achieving a clear-cut division of competences adhering to standard ethical principles. Thus, while UNYT is part of the New York College Group, active in higher education in Albania, Greece, Macedonia and the Czech Republic, it maintains its institutional independence. Correlating academic and administrative decision-making bodies, UNYT assigns their authorities to different structures thereby avoiding ethical conflicts.

The Academic Board is the highest academic decision and policy-making institution, composed of 1) UNYT's Rector, Prof. D. Mentzeniotis, Ph.D.; 2) UNYT's Deputy Rector, Prof. K./ Giakoumis, Ph.D.; 3) SUNY/ESC's International Programmes Coordinator, Dr. R. Bonnabeau. The Academic Board is headed by Rector D. Mentzeniotis and it meets on an as-needed basis to scrutinize high academic policy issues, such as programs of study and the organization of curricula.

The regular academic and non-academic management of UNYT has been assigned to three distinct, but interdependent, institutional bodies related to the academic, administrative and continuous education aspects at UNYT. Decisions related to academic matters are discussed by the **Academic Staff Assembly** (full-time instructors and administrators), which convenes at regular intervals no less than once in a month. The agenda and preparation of those meetings' agenda is made by the **Academic Council**, which meets once or twice per week or on an as-needed or informal basis. The Academic Council is in charge of making day-to-day academic decisions and passing proposals to the Academic Board.

Furthermore, decisions pertaining to administrative issues are made and implemented by the different administrative departments under the overall direction of the Rector of the university. To ensure that the administrative decisions taken by the different administration departments are in line with the established academic policies at UNYT, the university's Rector takes active part in the decision-making processes.

The responsibility for the MBA management rests with the **Program Director** who reports to the Faculty Dean. The Program Director is responsible for the day-to-day management of the program.

The **MBA Program team** is comprised of the Program Director, Department Chair, the Faculty Dean and the instructors and is responsible for the management, development, operation/implementation and review of the program. The Program team is assisted by the administrative support team, which is responsible for:
- dealing with enquiries
- overseeing and recording the enrolment and registration of students
- organizing Assessment Boards
- keeping records for the students in the programs
- providing the Program team with information concerning the programs

GRADUATE FACULTY

PROGRAM DIRECTOR

Dr. CELA Ariana, Assistant Professor of Management

Ed.D. in Management, University of Northern Iowa; MSc. in Leisure and Environments, Wageningen University and Research Center, The Netherlands; B.A. in Finance and Accounting, University of Tirana. Ariana Cela has been teaching Management and Finance courses at UNYT since 2009. Among her other posts, she served as Director of Budget Department in the Ministry of Finance during 2006-2009 and Economic Advisor of Prime Minister during 2009-2013.

FACULTY

BICI, Alma, Adjunct Assistant Professor of Marketing.

D.B.A. candidate, School of Management, University of Bradford, UK; M.A. in Mass Communication, Leicester University, UK; B.A. in Journalism, University of Tirana. Alma Bici has long experience as a journalist and is currently a Public Relations Officer at AGNA Group.

BIBA, Marenglen, PhD, Assoc. Prof. of Computer Sciences

PhD in Computer Sciences, University of Bari, Italy. Dr.Biba is Chair of Computer Sciences Department in University of New York Tirana.

DANERI, Fabio, PhD, Assistant Professor of Management

PhD in Economic and Financial Policy of Territorial Re-equilibrum in EU, University of Genova, Italy.

DERVISHI, Perparim, PhD, Professor of Management and Marketing.

Ph.D. in Economics Sciences, the University of Tirana; M.B.A. in Strategy and Leadership, Norwegian School of Management, Norway; B.A. in Economics, Tirana University. Përparim Dervishi has been teaching Management and Marketing courses at UNYT since 2003. Among his other posts, he served as General Director of Albanian Customs Administration from 2005-2009.

Frydas, Nikos, PhD, Assistant Professor of Digital Communications

Ph.D. on Coding for Digital Communications, Loughborough University of Technology, UK; M.Sc. on Digital Telecommunications, University of Essex, UK; B.A. in Electrical Sciences Tripos, University of Cambridge, UK.

KAKOURIS, Andreas, PhD, Ass. Professor in Business Administration.

Ph.D., Loughborough University. Loughborough, England; M.Phil., Loughborough University. Loughborough, England; B.Sc. in Chemical Engineering, Polytechnic University of Wales, United Kingdom.

KAZI, Majarul, PhD, Ass. Professor of Economics

MAMUTI, Agim, PhD, Ass. Professor of Finance and Accounting

NDOU, Valentina, PhD, Ass. Professor of Management

PhD in E-business Management in University of Salento, Italy; MSc in Marketing and Development of Territorial Systems in University of Lecce, Italy. Dr. Ndou from 2006 is a researcher and lecturer at Faculty of Innovative Engineering, University of Salento, Italy.

OLLDASHI, Enkelejda, PhD, Assoc. Professor of Law

Ph.D. in Law, University of Tirana; M.A. in Law and European Studies, University of Tirana; LL.B., University of Tirana.

Dr. E. Olldashi has held a number of public administration posts as a legal consultant and has also been involved in the development of curricula at the state and private universities. Having published several contributions in Albanian and international Law journals, her field of research interest is Roman Law and its echoes in modern legal systems.

VAJJHALA, Rao - Narasimha, PhD, Assistant Professor of Computer Science and Director of the M.Sc. in Computer Science program.

PhD in M.I.S., University of Phoenix, USA; He holds an MBA-Degree (MIS – Specialization), from IUKB, Sion-Tirana, Switzerland-Albania; M.C.A. (Master of Computer Applications), Osmania University, India; B.Sc. in Computer Science, Andhra University, India. Besides his academic career, Rao is in hold of a number of professional certifications: Microsoft Certified Trainer (MCSD); Sun Certified Java Professional; Oracle Certified Associate; Microsoft Certified Solution Developer; Microsoft Certified Application Developer; Microsoft Certified Professional Program.

VARFI, Alma, MBA, PhD Candidate, Adjunct Assistant Professor.

Bachelor degree in Law & Political Science, University of Tirana in, an MBA degree from the University of Tirana, in collaboration with the University of Nebraska, currently a PhD candidate. She joined the HR function in Vodafone Albania in October 2001 and in 2002 she was promoted to the current position of Human Resources Director, reporting to the CEO. Before joining Vodafone Albania, Alma worked in the sectors of banking and public administration.

VARLEY, Claude, Adjunct Assistant Professor.

Diplôme de Licensié en Sciences Commerciales et Consulaires, I.H.E.C., Belgium; Diplôme de Candidat en Sciences Commerciales, I.H.E.C., Belgium. A former President of Societé de

Boissons Gazeuses de la Côte d' Azur – Sud-Boissons (Coca-Cola Bottling Group, France), Claude Varley has been teaching Accounting for several years at the University of Southern Europe, Monaco, IUKB and NYC Group (in the frame of its M.B.A. program).

ZAIRIS, Antonis, PhD, Adjunct Assistant Professor in Economics and Commerce.

Ph.D. in Microeconomics with specialization in Commerce, Panteion University of Athens, Greece; B.A. in Political and Administrative Sciences, Panteion University of Athens, Greece.

ACCREDITATION

The Albanian Ministry of Education and Sciences in its Order no. 618, date 26.12.2011 approved the new structural changes in the UNYT's Master of Business Administration (Appendix A). According to this decision, UNYT's MBA program transforms into a "Master of Sciences in Business Administration- MScBA" which could be developed in six different specialty tracks:

a. General Route
b. Human Resources Management
c. Marketing
d. Managing Information Systems
e. Banking
f. Management

PARTNERSHIPS/ MEMBERSHIPS

UNYT is partner to a number of well-known international institutions:
1. The State University of New York / Empire State College.
2. The University of Greenwich.
3. The University of Bolton.
4. The Institut Universitaire Kurt Bösch.

UNYT is member to the following organizations:
- American-Albanian Chamber of Commerce,
- the British-Albanian Chamber of Commerce and
- the Hellenic-Albanian Business Association.

UNYT has also established comunication and cooperation in terms of internship, forums or job fairs with governmental agencies, non governmental agencies and business community as shown below:

Goverment Agencies
Council of Ministers
Ministry of Foreign Affairs
Ministry of Integration
Ministry of Economy
Albanian Investment Development Agency
General Directorate of Taxation
Tirana City Hall
Professional Organizations /NGO
UNDP
Save the Children
CAAP-Common Actions Against Poverty
Terre des Hommes Foundation
IOM
European Commision
Bussines, Labour market
Vodafone Albania/Fondacioni Vodafone
Agna Group
Titan Group
Alpha Bank
BKT
Credins
Tirana Bank
Raiffaisen Bank
Banka Nderkombetare Tregtare
NBG
Procredit
Eagle Mobile
Plus
Coca Cola
CEZ
R&T
Balfin Group
CCS
Euromax
Sicred
Univers Reklama
DDB
SIGAL
ikubinfo
Megatech
M&D
KPMG
PWC
Deloitte

4. ADMISSIONS INFORMATION

GRADUATE ADMISSION CRITERIA

MScBA/ MBA program is suitable for experienced professionals with undergraduate degrees, in Economics, Business Administration and Finance, although this is not mandatory. The key requirements for applicants to be accepted in MScBA/ MBA Program are:

5. A Bachelor degree preferably in Business, Economics and/or Finance from an accredited academic institution.
6. Candidates with degrees in other disciplines may be accepted provided that they successfully complete a MScBA/MBA foundations program- a specific set of prerequisites, or transfer courses, or successfully complete an approved challenge exam in the identified areas.
7. A paper-based TOEFL score of 550 or above (or its equivalent) or successful completion of a comprehensive English preparatory program.
8. A successful interview
9. A complete application form

ADMISSION PROCEDURES

Prospective students are expected to complete an Application Form and interview with a UNYT admissions advisor. The advisor will provide information about programs, start dates, student services, and employment opportunities for graduates. Once all admission requirements have been fulfilled, the advisor will generally invite the prospective student to submit an application for admission to the University. The applicant will be notified in writing of the action taken by the University with respect to his/her application.

When an application has been accepted, the applicant must establish appropriate financial arrangements and complete the necessary documentation. Once the applicant has completed these arrangements, signed a University Enrollment Agreement, and paid an enrollment fee, the applicant will be considered an enrolled student and will be automatically registered for appropriate classes by the Graduate Records Office.

Students do not have to register for classes; Graduate Records Office will schedule students for the applicable courses in each academic period based upon their program of study. Students will have the right to request adjustments to their schedule, and these requests will be accommodated whenever possible.

ADMISSION APPLICATIONS

The list of documents to be submitted for admission includes:

a. The Application Form
b. Curriculum Vitae

c. A notarized copy of High school diploma and the Bachelor Degree, or any other equivalent diploma of first circle study, accompanied by the respective diploma supplements
d. Original academic transcripts.
e. A notarized copy of the certificate of equivalence from the Albanian respective authority, if a diploma has been issued by an international educational institution.
f. A copy of the ID card or the passport.
g. Two official-size photographs
h. Two confidential letters of recommendation.
i. Notarized evidence of English language proficiency (notarized photocopy), and other language certificates, if available.
j. Certificate on payment of the application fee of 20 Euro payable to UNYT's account at ALPHA Bank.

The application form may be obtained in the following ways:
1. Contact UNYT by phone or e-mail to request the necessary forms.
2. Complete UNYT application found at
http://www2.unyt.edu.al/fileadmin/html/Master/MBA/APPLICATION_FORM_Herzing_MBA.pdf

READMISSION/REENTRY

A student who withdraws or is terminated from the University may apply for readmission or reentry. Any student applying for readmission/reentry will be required to sign new enrollment documents, and all financial obligations from previous enrollment periods must be resolved prior to readmission/reentry. In order for a student to be readmitted in the same program, the student generally must have been making satisfactory academic progress at the time of withdrawal or termination.

Caution: Students are advised that the availability of courses required may be more difficult to arrange if they have interrupted their program. The University also reserves the right to modify curriculum for all programs, and reentering students are required to meet all program requirements existing at the time of their reentry. Certain programs may include additional stipulations for readmission/reentry, and students should reference specific application materials for these programs when considering program withdrawal or reapplication.

NONDISCRIMINATION

UNYT, in recognition of its responsibility to its students, its faculty and staff, and the community it serves, reaffirms its policy to ensure fair and equal treatment in all of its admission practices for all persons. We will not discriminate on the basis of race, color, religion, sex, marital status, sexual orientation, age (except as mandated by state law) or national origin, nor against any qualified individual with a disability.

TRANSFER OF CREDITS FROM OTHER UNIVERSITIES

Transfer of studies (course credits) for the MscBA/ MBA programs, in principle, can occur within accredited academic Institutions for the local degree from UNYT, but is subject of review on case by case basis.

TRANSFER OF CREDITS TO OTHER UNIVERSITIES

The decision to accept credit from another institution is entirely at the discretion of the receiving institution. Students should check with the school to which they desire to transfer regarding the credit they will transfer.

5. PROGRAM STRUCTURE

The MScBA Program in UNYT, as only a local degree, offers 6 concentration areas in Business Administration: General Route (GRT), Management (MGMT), Human Resources Management (HRM), Marketing (MRKT), Management Information Systems (MIS), and Banking (BNK).

The whole MScBA program lasts for 2 academic years (18 Months). A minimum of 60.00 credit hours or 120 ECTS credits is required for local UNYT degree.

Non business students must satisfy the requirements of MScBA foundations program as one of the options to be admitted for this MScBA.

Course Name	Prerequisites/Corequisites	Semester Credit Hours
Foundations of Finance and Accounting	None	NC
Foundations of Economics and Statistics	None	NC
Foundations of Marketing and Management	None	NC

For each of the MScBA program, program content is presented below.

1. MScBA- General Route

CORE MScBA COURSES

UNYT graduate courses, totaling 48.00 credit hours, are required for this MScBA.

Course Name	Prerequisites/Corequisites	Credit Hours
Research Methods	None	3.00
Financial Management	None	3.00
Organizational Behavior and Leadership	None	3.00
International Marketing Management	None	3.00
Managerial Economics	None	3.00
Managerial and Financial Accounting	None	3.00
Operations Management	None	3.00

Strategic Management	None	3.00
Information Systems	None	3.00
Introductory to Consultancy Project	Final Term	3.00
Master Thesis/ Consultancy Project	Final Term	15.00
Graduate Conference	Final Term	3.00

GENERAL ROUTE CONCENTRATION COURSES

In addition to core MScBA courses, the General Route concentration courses, totaling 12 credit hours, are required for this MScBA.

Course Name	Prerequisites/Corequisites	Credit Hours
Human Resource Strategy	Fourth Term	3.00
Organization Development & Change	Fourth Term	3.00
International Business & Trade	Fourth Term	3.00
Total Quality Management	Fourth Term	3.00

2. MScBA - Management

CORE MScBA COURSES

UNYT graduate courses, totaling 48.00 credit hours, are required for this MScBA.

Course Name	Prerequisites/Corequisites	Credit Hours
Research Methods	None	3.00
Financial Management	None	3.00
Organizational Behavior and Leadership	None	3.00
International Marketing Management	None	3.00
Managerial Economics	None	3.00
Managerial and Financial Accounting	None	3.00
Operations Management	None	3.00
Strategic Management	None	3.00
Information Systems	None	3.00
Introductory to Consultancy Project	Final Term	3.00
Master Thesis/ Consultancy Project	Final Term	15.00
Graduate Conference	Final Term	3.00

MANAGEMENT CONCENTRATION COURSES

In addition to core MScBA courses, management concentration courses, totaling 12 credit hours, are required for this MScBA.

Course Name	Prerequisites/Corequisites	Credit Hours
Human Resource Strategy	Fourth Term	3.00
Cross-Cultural Management	Fourth Term	3.00
Total Quality Management	Fourth Term	3.00
Supply Chain Management	Fourth Term	3.00

3. MScBA - Human Resources Management

CORE MScBA COURSES

UNYT graduate courses, totaling 48.00 credit hours, are required for this MScBA.

Course Name	Prerequisites/Corequisites	Credit Hours
Research Methods	None	3.00
Financial Management	None	3.00
Organizational Behavior and Leadership	None	3.00
International Marketing Management	None	3.00
Managerial Economics	None	3.00
Managerial and Financial Accounting	None	3.00
Operations Management	None	3.00
Strategic Management	None	3.00
Information Systems	None	3.00
Introductory to Consultancy Project	Final Term	3.00
Master Thesis/ Consultancy Project	Final Term	15.00
Graduate Conference	Final Term	3.00

HUMAN RESOURCE MANAGEMENT CONCENTRATION COURSES

In addition to core MScBA courses, the Human Resource Management concentration courses, totaling 12 credit hours, are required for this MScBA.

Course Name	Prerequisites/Corequisites	Semester Credit Hours
Human Resource Strategy	Fourth Term	3.00
Industrial Relations & Legal Aspects in HR	Fourth Term	3.00
Organization Development & Change	Fourth Term	3.00
Cross-Cultural Management	Fourth Term	3.00

4. MScBA - Marketing

CORE MScBA COURSES

UNYT graduate courses, totaling 48.00 credit hours, are required for this MScBA.

Course Name	Prerequisites/Corequisites	Credit Hours
Research Methods	None	3.00
Financial Management	None	3.00
Organizational Behavior and Leadership	None	3.00
International Marketing Management	None	3.00
Managerial Economics	None	3.00
Managerial and Financial Accounting	None	3.00
Operations Management	None	3.00
Strategic Management	None	3.00
Information Systems	None	3.00
Introductory to Consultancy Project	Final Term	3.00
Master Thesis/ Consultancy Project	Final Term	15.00
Graduate Conference	Final Term	3.00

MARKETING CONCENTRATION COURSES

In addition to core MScBA courses, marketing concentration courses, totaling 12 credit hours, are required for this MScBA.

Course Name	Prerequisites/Corequisites	Semester Credit Hours
Marketing Research	Fourth Term	3.00
Advertising and PR	Fourth Term	3.00
Sales Management & Operations	Fourth Term	3.00
Managing Innovation & Change	Fourth Term	3.00

5. MScBA - Managing Information Systems

CORE MScBA COURSES

UNYT graduate courses, totaling 48.00 credit hours, are required for this MScBA.

Course Name	Prerequisites/Corequisites	Credit Hours
Research Methods	None	3.00
Financial Management	None	3.00
Organizational Behavior and Leadership	None	3.00
International Marketing Management	None	3.00
Managerial Economics	None	3.00
Managerial and Financial Accounting	None	3.00
Operations Management	None	3.00
Strategic Management	None	3.00
Information Systems	None	3.00
Introductory to Consultancy Project	Final Term	3.00
Master Thesis/ Consultancy Project	Final Term	15.00
Graduate Conference	Final Term	3.00

MANAGING INFORMATION SYSTEMS CONCENTRATION COURSES

In addition to core MScBA courses, the Managing Information Systems concentration courses, totaling 12 credit hours, are required for this MScBA.

Course Name	Prerequisites/Corequisites	Credit Hours
Knowledge Management	Fourth Term	3.00
Telecommunications Management	Fourth Term	3.00
IT for Competitive Advantage	Fourth Term	3.00
Electronic Commerce	Fourth Term	3.00

6. MScBA -Banking

CORE MScBA COURSES

UNYT graduate courses, totaling 48.00 credit hours, are required for this MScBA.

Course Name	Prerequisites/Corequisites	Credit Hours
Research Methods	None	3.00
Financial Management	None	3.00
Organizational Behavior and Leadership	None	3.00
International Marketing Management	None	3.00
Managerial Economics	None	3.00
Managerial and Financial Accounting	None	3.00
Operations Management	None	3.00
Strategic Management	None	3.00
Information Systems	None	3.00
Introductory to Consultancy Project	Final Term	3.00
Master Thesis/ Consultancy Project	Final Term	15.00
Graduate Conference	Final Term	3.00

BANKING CONCENTRATION COURSES

In addition to core MScBA courses, banking concentration courses, totaling 12 credit hours, are required for this MScBA.

Course Name	Prerequisites/Corequisites	Credit Hours
Financial Markets	Fourth Term	3.00
Retail Banking	Fourth Term	3.00
Financial Strategy & Policy	Fourth Term	3.00
International Business &Trade	Fourth Term	3.00

Upon successful completion of the requisite coursework, students who select the thesis option will need to complete a Consultancy Project (10,000 - 15,000 words). Students will have to assume the role of an internal or external consultant who assumes the task of consulting on a business problem, development project and the like based upon appropriate research materials from best theories and practices worldwide that are to be subjected to the principle of localization. It is expected that students would normally need 6 months to complete the project. In exceptional circumstances students might be permitted to proceed with their Consultancy Projects (CPs) while working towards completion or to retrieve failure in up to two courses, subject to approval by the Faculty Council.

6. COURSE SCHEDULE

COURSES SCHEDULE 2014-2016

Modules are taught over Fri. 17.30-21.30, Sat. & Sun. 9.30-18.30 unless stated otherwise.

No.	Course Code	Course Title	Date	Professor	Term
	235101	Foundations of Finance and Accounting*	Dec 9-11-15-16-18, 2014	Dr. Agim Mamuti	
	255102	Foundations of Marketing and Management*	Jan 7-8-12-13-14, 2015	Dr. Perparim Dervishi	Concurrently
	505103	Foundations of Economics and Statistics*	Jan 19-20-21-26-27, 2015	Dr. Majarul Kazi	
1	215101	Managerial and Financial Accounting	Dec 5-7, 2014 & Dec 12-14, 2014	Prof. Dr. S.Guxholli/ Mr.Claude Varley	1
2	205501	Research Methods	Jan 30-31, Feb 1, 2015 & Feb 13-15, 2015	Dr. Ariana Cela	
3	245101	Operations Management	Feb 6-8 & Feb 20-22, 2015	Dr. Andreas Kakouris	
4	255101	International Marketing Management	Mar 19-20-21 & Apr 16-17-18-19, 2015	Dr. Fabio Daneri/ Mrs. Alma Bici, PhD Candidate	2
5	246107	Strategic Management	Mar 27-29& Apr 24-26	Dr. Perparim Dervishi	
6	235102	Financial Management	Mar 6-8 & Apr 3-5, 2015	Prof. Dr. S.Guxholli/ Mr. Claude Varley	
7	245102	Organizational Behavior and Leadership	May 8-10 & May 22-24, 2015	Dr. Perparim Dervishi	3
8	415102	Information Systems	July 3-5 & July 17-19, 2015	Dr. Marenglen Biba	
9	505104	Managerial Economics	June 5-7 & June 19-21, 2015	Dr. Majarul Kazi	
	246101	Organizational Development and Change (GR & HR)	Sept 4-6 & Sept 18-20, 2015	Dr. Andreas Kakouris	4
	416102	IT For Competitive Advantage (MIS)		tbd	
10	236102	Financial Markets (BNK)		Dr. Majarul Kazi	
	256102	Advertizing and PR (MKT)		Dr. Antonis Zairis/Mr. Stamatis	
	246109	Supply Chain Management (MNG)	Sept 11-13 & Sept 25-27, 2015	Dr. Andreas Kakouris	
	246110	Human Resource Strategy (GR, MNG & HR)	Oct 2-4 & Oct 16-18, 2015	Dr. Fabio Daneri/ Mrs. Alma Varfi, PhD Cand.	
	416103	Knowledge Management (MIS)		Dr. Nikos Frydas	
11	246105	Cross-Cultural Management (MNG & HR)		Dr. Ariana Cela	
	256101	Marketing Research (MKT)		Dr. Antonis Zairis/Mr. Stamatis	
	226102	International Business & Trade (GR & BNK)	Oct 30-31, Nov 1 & Nov 13-15, 2015	Dr. Andreas Kakouris	
12	206201	Electronic Commerce (MIS)		Dr. Rao V.N.	
	246104	Sales Management & Operations (MKT)		Dr. Antonis Zairis/Mr. Stamatis	
	236104	Retail Banking (BNK)		tbd	
	246108	Total Quality Management (GR & MNG)	Nov 20-22 & Dec 4-6, 2015	Dr. Andreas Kakouris	
	236113	Financial Strategy & Policy (BNK)		Dr. Majarul Kazi	
13	246103	Industrial Relations & Legal Aspects in HR (HR)		Prof. Assoc. Enkeleda Olldashi/ Mrs. Alma Varfi, PhD Cand.	
	416101	Telecommunications Management (MIS)		Dr. Nikos Frydas	
	246106	Managing Innovation and Change (MKT)		Dr. Valentina Ndou/ Dr. Nikos Frydas	
14	206501	Introductory to Consultancy Project	Dec 18-20, 2015	Dr. Ariana Cela	5
15	206503	Masters Thesis/ Consultancy Project	May 31, 2016	Supervisors	
16	206504	Graduate Conference	July 1 & July 2, 2016	Dr. Ariana Cela	
		* Courses as prerequisites for non-business major students	Disclaimer: UNYT reserves the right to modify this tentative schedule on an as-needed basis, provided that students concerned are notified, save extraordinary circumstances, with at least two weeks prior notice.		

7. PROGRAM ACADEMIC INFORMATION

GRADUATE REQUIREMENTS

Students must meet all of the requirements below to be eligible for graduation.
1. Maintain a program grade point average (PGPA) of 2.33 or higher in the courses applicable to the student's program.
2. Complete 60 credit hours in the program the student is enrolled in.
4. Complete all master's degree requirements within seven years.
5. Get internationally recognized English language certificate minimally at a C.1. level of the European Frame of Qualifications, in line with the Ministry of Education and Science's Directive No. 14 / 28.03.2011.

GRADING POLICIES

Grade Scale

UNYT Grade Scale			
Grade	Percentage	Quality Points	Description
A	96-100	4.00	Outstanding work
A-	90-95	3.67	Outstanding work
B+	87-89	3.33	Good work, distinctly above average
B	83-86	3.00	Good work, distinctly above average
B-	80-82	2.67	Good work, distinctly above average
C+	77-79	2.33	Acceptable work
C	73-76	2.00	Acceptable work
C-	70-72	1.67	Acceptable work
D+	67-69	1.33	Work that is significantly below average and does not meet minimum standards for passing the course.
D	63-66	1.00	Work that is significantly below average and does not meet minimum standards for passing the course.
D-	60-62	0.67	Work that is significantly below average and does not meet minimum standards for passing the course.
F	0-59	0.00	Fail

Letter Grade Explanation

AU   Audit
EX   Exempt

F   Fail
I   Incomplete
P   Pass
TR   Transfer
W   Withdrawal Prior to the Mid-Point of the Course

Classification of Degrees

In order to achieve the M.Sc. in Business Administration with Distinction candidates are required to gain a cumulative G.P.A. of no less than 3.67.

In order to achieve the M.Sc. in Business Administration with Merit candidates are required to gain a G.P.A. of no less than 3.33.

Requirements to pass an individual course

In order to pass a course, candidates must normally achieve an overall grade of 70%.

If a student fails to attend examinations or to submit work for assessment without good cause, as determined by the program board, the student will be deemed to have failed the assessments concerned.

A grade of D is a non-passing grade and non-transferable grade. Only two exceptions could be allowed in specialty courses.

Definition of a failed course

Where an overall course grade falls below 70%, the candidate will be deemed to have failed the course for a first time.

Reassessment (retrieval of failure)

In cases of failure a student is required to repeat the course. A reduced tuition fee will be payable for each course repeated.

Action taken over failure of reassessed courses

In order to retrieve failure the candidate will have the right to repeat the course ONCE ONLY by attendance, and by retaking ALL elements of assessment again.

Make-Up Exams

Where there are externally documented extenuating circumstances, the candidate with the consent of his professor will be assessed in a make-up exam. Grades awarded for the make-up exam will be aggregated IN FULL with any grades awarded during the duration of the course.

Progression to Introductory to Consultancy Project Seminar and Thesis/ Consultancy Project

A candidate may only take Introductory to Consultancy Project/Thesis course and proceed with thesis work only if progressed to the Term 5 of the Program by not having more than two courses left from previous Terms.

Where a thesis/ consultancy project is not submitted by the due date without good cause, as determined by the policy on make-up exams, the student will be deemed to have failed the thesis.

Transfer Grades

A grade of Transfer (TR) will be given to a student denoting credits allowed toward completion of a program based on completion of transferable work from another post-secondary institution (See "Transfers of Credits from Other Colleges and Universities"). A grade of (TR) is not calculated into the grade point average.

Withdrawals

A grade of Withdrawal (W) will be given to a student withdrawing prior to the midpoint of any course. A "W" will not be calculated into the grade point average but will be counted as a course attempted. As such, it can affect a student's satisfactory academic progress. Following the midpoint of the course, a letter grade must be assigned.

Drops

A drop request for a course will be granted if it is done a week prior the starting date of the course. A dropped course does not affect GPA and therefore it can not affect a student's satisfactory academic progress.

Grade Point Average

Each grade is assigned a numerical value on a 4.00 system, as shown under quality points in the chart below. In order to determine a student's program grade point average, the semester credit hours for each course are multiplied by the quality points for the grade earned in the course. The total number of points, as calculated, is then divided by the total number of credits to obtain the program grade point average.
A sample calculation is shown:

	Course Grade	Quality Points	Credits	Total Points
Research Methods	B	3.00	3.00	9.00
Managerial Economics	C	2.00	3.00	6.00
International Business & Trade	B	3.00	3.00	9.00
Strategic Planning	A	4.00	3.00	12.00
		TOTALS 12.00		36.00

The sum of 36.00 total points divided by 12.00 credits gives a program grade point average.

Transcripts and Degree Issuance

Transcripts are issued upon request by the Graduate Office and students may collect them weekdays from 09:00-17:00.

Student Rights to Privacy

Students have the right to access their records. UNYT guarantees that student records will not be made available to individuals or to agencies outside the university without the student's own written consent.

INTERRUPTION OF STUDY

A student considering or intending to interrupt study should first approach his/her Program leader to discuss the situation. If the student is considering interruption of study, then the resumption of study date should be agreed at the time of interruption.

At this point, the Program leader should discuss with the student his/her problems, drawing attention to any additional support that may be available within the University or elsewhere to alleviate the student's position.

If the student wishes to continue with the withdrawal or interruption of studies, the Program leader should fill together with the Student a withdrawal / interruption of study form before the student submits this at the Graduate Programs Office.

ACADEMIC STANDING

A student with a G.P.A. of 2.0 or higher is considered to be in good academic standing. All students with a G. P. A. below 2.0 receive a pre-probationary warning letter and are urged to see their Program Director and develop a Student Education Plan. If a student does not return to a good academic standing status in the following semester, then he/she will be put on academic probation. The transcripts of students on academic probation or students who have been warned for academic deficiency are reviewed by the Graduate School Council at the end of each semester.

When the minimum G.P.A. is not met, the student is subject to dismissal from the university. A student who is academically dismissed by the Graduate School Council for the first time may appeal against the dismissal to the Rector's office within the time period stated in the letter of dismissal. If the student's appeal is approved, the student will be reinstated for the semester following the semester of the dismissal. If a student does not appeal, or the appeal is denied, the student may apply for readmission for a subsequent semester. Students who have been dismissed a second time have no right of appeal. The decisions of the Rector's Office are final.

ACADEMIC GRIEVANCES PROCEDURES

UNYT recognizes the importance of providing a prompt and efficient procedure for fair and equitable resolutions of grievances with the University without fear of prejudice or reprisal for initiating a grievance or participating in its settlement. The grievance shall be initiated by delivery of a letter or written memorandum/ Academic Petition, signed by the student, to the Program Director, informing the latter of the nature of the events alleged to constitute the grievance. Typically the decisions on Academic appeals are set by the Program Board.

GRADUATION CEREMONY

Students who have completed all of the requirements for a diploma or degree may participate in the graduation ceremony. Students who are in their last term of study may apply to participate in a graduation ceremony prior to their actual graduation. In these cases, the graduation program will indicate that actual graduation will be pending successful completion of diploma/degree requirements.

Students wishing to "walk early" should check with their academic dean for specific policies and procedures. "Walking early" does not confer a diploma, certificate, or degree on a student. All graduation requirements must be met prior to the actual awarding of a diploma, certificate, or degree.

INSTITUTIONAL ASSESSMENT OF STUDENT ACADEMIC PERFORMANCE

UNYT is committed to the continual improvement of its educational processes and programs. To accomplish this, the University, with its Quality and Assurance independent unit established, periodically conducts an assessment of student academic outcomes. Consequently, students can expect to participate in academic outcomes assessment activities during their educational experience at the University. The aggregated results of these assessment activities will be used exclusively to identify relative strengths and opportunities for improvement in the University's educational processes and programs. The results for individual students will be kept strictly confidential, will not be maintained, and will not affect their academic standing in any way.

STUDENT CONDUCT

The student is expected to be familiar with the University rules and regulations. The university reserves the right to suspend or to dismiss from the University any student at any time when such action is deemed by the administration to be in the best interest of the student body or the University. For example, the student may be dismissed for reasons including, but not limited to, the following:

1. Improper conduct
2. Intoxication
3. Cheating of any type
4. Violation of laws
5. Improper dress

6. Disruptive behavior
7. Forgery of work or work study materials

ACADEMIC INTEGRITY

Students are expected to maintain the highest standards of honesty in their course work. Cheating, forgery, fabrication and plagiarism are serious offenses, and students found guilty of any form of academic dishonesty are subject to failing the course or even dismissal.

Cheating is defined as giving or obtaining information by improper means in meeting any academic requirements.
Forgery is defined as the alteration of forms, documents, or records or the signing of such forms or documents by someone other than the proper designee.
Plagiarism is the representation, intentional or unintentional, of someone else's words or ideas as one's own. During Induction students are instructed about how to use references within their coursework properly.
Fabrication: Inventing or making up data, research results, information, or procedures.

Upon registration, all students are required to sign the Student's Honour Code.

UNYT will, upon finding that a student has violated its policies on academic integrity, enact the following:
1. For the first offense, the student may receive a zero on the assignment involved or a failing grade in the course. The student will be required to repeat the entire course if completion of a failed course is needed to graduate.
2. Upon a second offense, the student may be immediately and permanently expelled from the University.

8. FINANCIAL INFORMATION

COST OF ATTENDING

Prospective students are expected to provide their own financial support, which may include the use of savings, part-time or full-time job earnings, parental or guardian support, spousal support, or financial support from other family members.

For information on UNYT's funding options, please visit the following UNYT Website pages.
Scholarships and Grants: *http://www2.unyt.edu.al/tuition-fees/scholarships-awards-finacial-aid/*

The total tuition fee amount is the sum of 6,500€ for local UNYT degree. For registration validity purposes, the amount of 1.000€ must be deposited, at the time of admission. The rest of the tuition fee must be paid in monthly installments during the first 10 months of studies.

For information on tuition and fees, please visit the following UNYT website pages:
http://www2.unyt.edu.al/tuition-fees/graduate/
http://www2.unyt.edu.al/programs/graduate/studiesmajors/master-in-business-administration/#c641

REFUND PROCEDURES

In case of compulsory retraction or interruption of the studies that is due to reasons irrespective of the Student's will, the Student is entitled to submit a petition accompanied by the corresponding documents of proof to the University's Management Board, who shall then pay back the following amounts, provided that the reasons of interruption at the total discretion of the Management Board have been judged sufficient:

- The student is entitled 75% of the remaining amount, after the detraction of the advance-payment, if the petition is submitted during the first month of the program.
- The student is entitled 50% of the remaining amount, after the detraction of the advance-payment, during the second month.
- The student is entitled 25% of the remaining amount, after the detraction of the advance-payment, during the third month.
- No refund can be effective after the third month of the program. The student is bound to pay off the total of the agreed amount, since the Company shall be burdened with all the corresponding expenditures of the program.

9. STUDENT SERVICES INFORMATION

INDUCTION DAY

Upon joining the program, students receive the present student handbook, which contains information on course requirements, regulations, course contacts, student charter and other support services.

Students are introduced to the program and the school through a comprehensive induction program at the beginning of their studies. The aim of the induction is to familiarize students with academic and operational issues, but among its main aims is to enhance the formation of groups through the introduction of students to each other as well as to the tutors and other members of staff.

The induction will also familiarize students with the applications of information technology, use of the Internet, and word-processing skills, study skills and time management practices, working with tutors and peers, cross cultural aspects of the program and English language support throughout the program. Student support services include the following:

- Library
- Graduate Programs Office
- Writing Centre
- Mathematical Centre
- IT Support Office
- Student Union
- Career and Alumni Office

GRADUATE RECORDS OFFICE

Once the students are officially enrolled in the MBA program they will be in direct contact with the Graduate Records Office. This office, by ensuring quality, integrity, safety and privacy for academic and personal data:

- Issues transcripts, absence records, certifications, etc…
- Manages students' evaluations for Graduate programs
- Enable the communication between students and faculties, students and other UNYT departments such as IT, Library, Career office, etc…
- Keeps students records (personal files, grades, absences, etc…and ensures that students have access to their academic records.

LIBRARY RESOURCES

UNYT provides library resources to students in the graduate programs through an easily accessible electronic collection along with professional library staff available to assist with reference and research inquiries.

The electronic collection, available to students, includes 8 general interest and specialized databases containing millions of items. A variety of resources such as academic journals, eBooks, magazines, newspapers, reference materials, video and audio files, transcripts, and more, are included. All electronic resources are accessible 24/7 through the University's online learning system.

Many of these resources are provided through the University's library membership in the Library and Information Resources Network (LIRN). After matriculation, students are provided with user names and passwords that enable them to access the learning resources.

In addition to the electronic collections, access is provided to the UNYT campus library' collections of books and periodicals, through which borrowing arrangements may be made.

STUDENT ADVISING

Students are encouraged to consult the Director of Career Development about matters related to career plans, professional services, and even leisure activities. Students are encouraged to consult first with faculty if they are having problems with coursework and then, if necessary, with the appropriate department head or Academic Dean. Prior to acceptance to the University, applicants can seek advice through the admissions office.

CAREER DEVELOPMENT SERVICES

From the time a student enrolls at UNYT, one of the University's primary goals is to see that the student is successfully employed upon graduation. This can best be achieved if the student

takes an active role in his/her employment efforts. In addition, the career development office is committed to supporting students in reaching their employment objectives.

Each student is a unique learner and person. While UNYT provides career development guidance to each student in finding employment in their chosen field, UNYT does not guarantee employment. Factors unique to each student that can limit employment opportunities include, but are not limited to, the following.

- Conviction of a felony or serious misdemeanor
- Physical condition or health issues that prevent or hinder employment
- Geographic limitations and inability to relocate
- Poor work history
- Poor language skills or communication skills
- Unique personality traits
- History of or contemporary substance abuse
- Personal bankruptcy
- Other issues that raise doubts in the mind of an employer as to the suitability of a student to become an employee
- Failure to meet the admissions standards of other institutions (for bachelor's or graduate programs)
- Failure to fully investigate and understand the specific licensing or certificate requirements for a chosen profession

The Career Office is committed to helping students and graduates define and achieve their career goals through programs and workshops (such as Internship program, Business Ethics workshop), soft skills development (such as CV and cover letter writing skills and advice), one-on-one career coaching, career matchmaking and events, and access to an online-career library. The Office supports students and graduates during their studies and after graduation by:

- Informing students on a daily basis about job vacancies;
- Creating students' winning CV and cover letters and interview techniques;
- Creating a database of the institutions and companies working in Albania;
- Promoting CV to a number of companies and institutions;
- Organizing and participating in career activities as training, career week and other related activities.
- Keeping contacts with alumni and assists them in the career planning and career opportunities.

The UNYT Career Office organizes a variety of activities that will allow companies and institutions to introduce to our students face-to-face:

- **Career FORUMs:** introduce the company or institution to our students through a presentation or guest lecture encompassing various fields of e.g. how the business is run, how compete with local or international institutions etc., concluded with a Q & A session. This activity may also be extended with an on-campus recruitment activity;
- **Guest lecturers or workshops** (e.g. on team-building, leadership, project management, soft skills development, case study exploring a current business or organizational dilemma that you are facing) organized and contributed by the company, hosted in one of the academic courses or as a separate Career Office event at UNYT;
- The annual on-campus **Recruitment Day**. Provides companies with the opportunity to introduce themselves in a business setting, market the job vacancies, and recruit graduating UNYT talent on-campus.

- **Internship Program- student mock-interviews**, with corporate HR managers to train student interview skills. The internship program integrates regular on-going formal learning activities with related work experience during the normal semester period. Please let us know if you wish to participate in this program and would like to benefit from meeting graduating talent on the spot;
- **Training:** Use a combination of orientation and training programs to socialize students during the encounter phase. Teaching students to rely on schedules, deadlines and helpful reminders as a good way of managing work in university as well as preparing them for life beyond the university, working environment, information about job vacancies or possible future employers.

Appendix A

Minister of Education Order on Licensing UNYT MScBA Programs

REPUBLIKA E SHQIPËRISË

MINISTRIA E ARSIMIT DHE SHKENCËS

Ministri

Nr. 6933 Prot.

Tiranë, më 26.12.2011

URDHËR

Nr. 618 datë 26.12.2011

PËR

MIRATIMIN E RIORGANIZIMIT TË PROGRAMIT TË STUDIMIT "ADMINISTRIM BIZNESI" TË SHKOLLËS SË LARTË UNIVERSITARE PRIVATE "UNIVERSITY OF NEW YORK, TIRANA"

Në mbështetje të Nenit 102 të Kushtetutës së Republikës së Shqipërisë; nenit 44/1 të Ligjit Nr. 9741 datë 21.05.2007 "Për Arsimin e Lartë në Republikën e Shqipërisë", i ndryshuar:
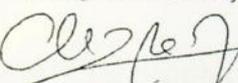
URDHËROJ:

1. Miratimin e riorganizimit të programit të studimit nga "Master i Nivelit të Parë" në: "Administrim Biznesi" dhe "Administrim Biznesi me profil Bankar", në "Master i Shkencave" në "Administrim Biznesi" me profile:
   a) E përgjithshme;
   b) Menaxhim;
   c) Menaxhimi i burimeve njerëzore;
   d) Marketing;
   e) Menaxhim i Sistemeve të Informacionit;
   f) Bankë.

të shkollës së Lartë Universitare Private "University of New York, Tirana", sipas vendimit nr. 266, datë 04.11.2011 të Këshillit të Akreditimit të Arsimit të Lartë, bashkëlidhur këtij urdhri.

2. Programi i studimit i përmendur në pikën 1 të këtij urdhri, do të jetë program studimi i ciklit të dytë në formën e studimeve me kohë të plotë.

3. Kohëzgjatja normale e programit të studimit "Administrim Biznesi" me profile: E përgjithshme; Menaxhim; Menaxhimi i burimeve njerëzore; Marketing; Menaxhim i Sistemeve të Informacionit do të jetë 2 (dy) vite akademike, me 120 kredite. Në përfundim të programit të studimit lëshohet Diplomë "Master i Skencave".

4. Ngarkohet për zbatimin e këtij urdhri Sekretari i Përgjithshëm, Drejtoria për Zhvillimin e Arsimit Privat, Agjencia Publike e Akreditimit të Arsimit të Lartë dhe Këshilli i Akreditimit.

Ky Urdhër hyn në fuqi menjëherë dhe botohet në Fletoren Zyrtare.

MYQEREM TAFAJ

MINISTËR